

3.5 Civil Service Requirements for Staff Members Designated to Administer  
the NPDES Permit

#### NATURE OF WORK IN THIS CLASS

This is beginning level specialized administrative work in a staff capacity.

An employee in this class functions as an analyst in the operational, budgetary, research, machine data processing, or other specialized staff planning field in a state department. Assignments encompass relatively minor problems or phases of larger studies. Considerable detailed supervision is received.

#### ILLUSTRATIVE EXAMPLES OF WORK

Collects and analyzes information in a specialized field; prepares estimates and reports based on information obtained.

Participates in analysis of existing operations, systems, budget requests, or equipment, in order to make recommendations leading to reduced operating costs, improved services and greater general efficiency.

Provides technical information and advice to aid administrators in making decisions concerning operational planning.

May serve as administrative assistant to the department head.

Performs related work as required.

#### ESSENTIAL KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the principles and practices of public or business administration.

Knowledge of current developments and studies in the field of specialty.

Ability to apply analytical thinking to an area of operational planning.

Ability to write clear and incisive interpretations of research analyses.

Ability to establish and maintain effective relationships with fellow employees and the public.

#### QUALIFICATIONS

Three years of training at an accredited college or university; or three years of experience in an administrative, planning, office management, or research capacity; or other equivalent combination of the above training and experience.

NOTE: Applicants with one year of experience in addition to the minimum required may be appointed at step 2.

Applicants with two years of experience in addition to the minimum required may be appointed at step 3.

The class specification which appears above is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class and should not be interpreted to describe all of the duties performance of which may be required of employees holding a position assigned to this class.

NATURE OF WORK IN THIS CLASS

This is specialized administrative work in a staff capacity.

An employee in this class functions as an analyst in the operational, budgetary, research, machine data processing, or other specialized staff planning field in a state department. Independent work of fairly broad scope is performed in programs of moderate size. Supervision may be exercised over clerical or other employees.

ILLUSTRATIVE EXAMPLES OF WORK

Collects and analyzes information in a specialized field; prepares estimates and reports based on information obtained.

Analyzes existing operations, systems, budget requests, or equipment, in order to make recommendations leading to reduced operating costs, improved services and greater efficiency.

Provides technical information and advice to aid administrators in making decisions concerning operational planning.

Reviews reports submitted by local analysts.

Develops electronic data processing systems of moderate complexity and supervises others in work of this type.

May serve as administrative assistant to the department head.

Performs related work as required.

ESSENTIAL KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the principles and practices of public or business administration.

Knowledge of current developments and studies in the field of specialty.

Knowledge of the theory and operation of electronic data processing equipment.

Knowledge of mathematical and statistical techniques.

Ability to write clear and incisive interpretations of research analyses.

QUALIFICATIONS

Graduation from an accredited college or university with a major in Business Administration or a related field; or graduation with a major in a non-related field plus one year of experience in an administrative,

planning, office management, or research capacity; or four years of the above experience; or other equivalent combination of the above training and experience.

NOTE: Applicants with one year of experience in addition to the minimum required may be appointed at step 2.

Applicants with two years of experience in addition to the minimum required may be appointed at step 3.

The class specification which appears above is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class and should not be interpreted to describe all of the duties performance of which may be required of employees holding a position assigned to this class.

OHIO DEPARTMENT OF STATE PERSONNEL

1803  
ADMINISTRATIVE SPECIALIST III

NATURE OF WORK IN THIS CLASS

This is responsible specialized administrative work in a staff capacity.

An employee in this class has primary responsibility for the planning, development and direction of the study of problems in the operational, budgetary, research, machine data processing, or other specialized staff planning field in a state department. Work is performed under general administrative direction. Supervision may be exercised over clerical and technical personnel.

ILLUSTRATIVE EXAMPLES OF WORK

Plans and develops extensive studies in a specialized field, describing and analyzing problems in the area.

Supervises the collection of statistical and other data related to an actual or possible program.

Works with administrators or other specialists in determining feasibility of proposed methods for handling specific operational problems.

Develops complex electronic data processing systems and supervises others in work of this type.

May serve as administrative assistant to the department head.

Performs related work as required.

ESSENTIAL KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the principles and problems of public or business administration.

Considerable knowledge of the current developments and studies in the field of specialty.

Considerable knowledge of the theory and operation of electronic data processing equipment.

Knowledge of mathematical and statistical techniques.

Ability to apply analytical thinking and sound judgment to an area of operational planning.

QUALIFICATIONS

Graduation from an accredited college or university with a major in Business Administration or a related field plus two years of experience in an administrative, planning, office management, or research capacity; or graduation with a major in a non-related field plus three years of the above experience; or six years of the above experience; or other equivalent combination of the above training and experience.

(A Master's degree in a related field is equivalent to two years of experience; in a non-related field, to one year. A related Doctorate is equivalent to two more years; a non-related Doctorate to one more year.)

NOTE: Applicants with one year of experience in addition to the minimum required may be appointed at step 2.

Applicants with two years of experience in addition to the minimum required may be appointed at step 3.

The class specification which appears above is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class and should not be interpreted to describe all of the duties performance of which may be required of employees holding a position assigned to this class.

OHIO DEPARTMENT OF STATE PERSONNEL

1804

ADMINISTRATIVE SPECIALIST IV

NATURE OF WORK IN THIS CLASS

This is highly responsible specialized administrative work in a staff capacity.

An employee in this class has primary responsibility for the planning, development and direction of a program of specialized staff planning, such as Public Finance Research Analysis in a state department. Work is performed with a high degree of independence, under general supervision of a departmental administrator. Supervision may be exercised over clerical and technical personnel.

ILLUSTRATIVE EXAMPLES OF WORK

Assists departmental administrator in planning research programs.

Plans and develops extensive studies in a specialized field, describing and analyzing problems in the area.

Supervises the collection of statistical and other data related to an actual or possible program.

Works with administrators or other specialists in determining feasibility of proposed methods for handling specific operational problems.

May serve as administrative assistant to the director.

Performs related work as required.

ESSENTIAL KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of governmental organization and public administration.

Considerable knowledge of the current developments and studies in the field of specialty.

Knowledge of mathematical and statistical techniques.

Ability to apply analytical thinking and sound judgment to an area of operational planning.

QUALIFICATIONS

Graduation from an accredited college or university with a major in Business Administration or a related field plus four years of experience in a specialized administrative, planning, office management, or research capacity; or graduation with a major in a non-related field plus five years of the above experience; or eight years of the above experience; or other equivalent combination of the above training and experience.



(A Master's degree in a related field is equivalent to two years of experience; in a non-related field, to one year. A related Doctorate is equivalent to two more years; a non-related Doctorate to one more year.)

NOTE: Applicants with one year of experience in addition to the minimum required may be appointed at step 2.

Applicants with two years of experience in addition to the minimum required may be appointed at step 3.

The class specification which appears above is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class and should not be interpreted to describe all of the duties performance of which may be required of employees holding a position assigned to this class.

OHIO DEPARTMENT OF STATE PERSONNEL

2102  
ATTORNEY EXAMINER I

NATURE OF WORK IN THIS CLASS

This is beginning level professional legal work.

An employee in this class advises department officials on legal questions, interprets laws and regulations and reviews legislation for its possible effects on the agency concerned. Decisions in complex matters are referred to an administrative superior.

ILLUSTRATIVE EXAMPLES OF WORK

Reviews claims made to a department, bureau, or commission to determine facts and apply legal interpretation to such facts so that the compensability status of the claim may be determined; prepares reports of findings and recommendations.

Advises departmental officials on legal matters, giving informal legal opinions.

Investigates reported violations of law.

Prepares or reviews legal documents, including contracts, leases, and mortgages.

Review legislation for possible effect on the agency.

Performs related duties as required.

ESSENTIAL KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the application of legal principles to individual cases or problems.

Knowledge of federal, state, and local laws and regulations pertaining to the work of the agency.

Ability to understand and interpret constitutional provisions, statutes, administrative regulations, and precedents.

Ability to analyze facts and arrive at a logical interpretation.

Ability to set forth findings and decisions in written form.

Ability to prepare legal documents and records.

QUALIFICATIONS

Graduation from an accredited law school. Must be admitted to the practice of law by the Supreme Court of Ohio.

#### NATURE OF WORK IN THIS CLASS

This is professional legal work of an examining nature and/or other legal work involving the usual agency functions.

An employee in this class examines claims against a public agency, advises department officials on legal questions, and participates in the preparation of cases for hearing. Decisions on routine legal matters are made without professional review, but decisions in more complex matters are normally reviewed by a higher authority. General supervision is received from attorneys of higher grade or from administrative officials.

#### ILLUSTRATIVE EXAMPLES OF WORK

Reviews claims made to a department, bureau, or commission to determine facts and apply legal interpretation to such facts so that the compensability status of the claim may be determined; prepares reports of findings and recommendations.

Advises departmental officials on legal matters, gives informal legal opinions.

Investigates reported violations of law.

Prepares or reviews legal documents, including contracts, leases, and mortgages.

Performs related duties as required.

#### ESSENTIAL KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the application of legal principles to individual cases or problems.

Knowledge of federal, state, and local laws and regulations pertaining to the work of the agency.

Ability to understand and interpret constitutional provisions, statutes, administrative regulations, and precedents.

Ability to analyze facts and arrive at a logical interpretation.

Ability to set forth findings and decisions in written form.

Ability to prepare legal documents and records.

## QUALIFICATIONS

Graduation from an accredited school of law and six months of experience in the practice of law. Must be admitted to the practice of law by the Supreme Court of Ohio.

The class specification which appears above is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class and should not be interpreted to describe all of the duties performance of which may be required of employees holding a position assigned to this class.

NATURE OF WORK IN THIS CLASS

This is responsible professional legal work of an advisory and/or examining nature.

An employee in this class reviews documents, briefs, and forms for conformity with legal procedures; or assists in hearing work; or advises departmental officials in legal matters. Independent decisions are frequently made on matters of law, but general supervision is received from an attorney of higher grade or from an administrative official, through review of work for general adequacy and adherence to policies.

ILLUSTRATIVE EXAMPLES OF WORK

Reviews claims, briefs, and other legal documents relating to the regular activity of a department, commission, or board.

Serves as advisor to administrators on legal matters; gives informal legal opinions.

Participates in the preparation of cases for hearing before a commission or board of review and prepares related reports of findings and recommendations.

Performs related duties as required.

ESSENTIAL KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the application of legal principles to individual cases or problems.

Thorough knowledge of the federal, state, and local laws and regulations pertaining to the work of the agency.

Some knowledge of court procedures and rules of evidence.

Ability to understand and interpret constitutional provisions, statutes, administrative regulations, and precedents.

Ability to analyze facts and precedents and to present opinions based thereon in clear and logical form.

QUALIFICATIONS

Graduation from an accredited school of law plus one year of experience in the practice of law. Must be admitted to the practice of law by the Supreme Court of Ohio.

OHIO DEPARTMENT OF STATE PERSONNEL

2105  
ATTORNEY EXAMINER IV

NATURE OF WORK IN THIS CLASS

This is highly responsible professional legal work involving hearings for claims and/or of an advisory nature.

An employee in this class serves on administrative tribunals conducting hearings or other legal work for an agency of government; or supervises a staff of attorneys performing responsible function. Work is subject to review by an administrative superior for conformance with policy and for general effectiveness.

ILLUSTRATIVE EXAMPLES OF WORK

Prepares and conducts hearings of a difficult and complex nature for a department, bureau, commission, or board.

Supervises a group of Attorney Examiners of lower grade.

Serves as advisor to administrators on legal matters; gives informal legal opinions.

Performs related duties as required.

ESSENTIAL KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of the application of legal principles to individual cases or problems.

Extensive knowledge of federal, state, and local laws and regulations involving the administration of programs of the particular agency involved.

Thorough knowledge of legal documents, court procedures, and rules of evidence.

Ability to understand and interpret constitutional provisions, statutes, administrative regulations, and precedents.

Ability to formulate work procedures and direct and review the work of a professional and sub-professional legal staff.

QUALIFICATIONS

Graduation from an accredited school of law plus two years of experience in the practice of law.

In Department of Taxation applicant must be graduate from an Accredited school of law and have some courses in accounting.

Must be admitted to the practice of law by the Supreme Court of Ohio.

The class specification which appears above is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class and should not be interpreted to describe all of the duties performance of which may be required of employees holding a position assigned to this class.

#### NATURE OF WORK IN THIS CLASS

This is highly responsible legal work involving extensive administrative and/or supervisory duties.

An employee in this class exercises considerable independent judgment in the handling of difficult and complex hearings, advising administrative officers concerning legal questions in an agency having numerous legal questions and handling legal work assigned or planning and supervising the work of a staff of attorney examiners of lower grade. Work is performed under only general administrative supervision.

#### ILLUSTRATIVE EXAMPLES OF WORK

Directs a group of attorneys engaged in conducting hearings and may personally handle the more complex cases.

Reviews cases after hearings and renders a final decision.

Confers with administrative officials on legal aspects of matters of policy and performs all legal work assigned.

Performs related duties as required.

#### ESSENTIAL KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of the application of legal principles to individual cases or problems.

Extensive knowledge of federal, state, and local laws and regulations pertaining to the work of the agency.

Extensive knowledge of legal documents, court procedures, and rules of evidence.

Ability to understand and interpret constitutional provisions, statutes, administrative regulations, and precedents.

Ability to formulate work procedures and direct and review the work of a large professional and sub-professional legal staff.

#### QUALIFICATIONS

Graduation from an accredited school of law plus three years of experience in the practice of law.

In the Department of Taxation applicant must be graduate from an accredited school of law and have some courses in accounting plus two years of experience in the practice of law.



Must be admitted to the practice of law by the Supreme Court of Ohio.

The class specification which appears above is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class and should not be interpreted to describe all of the duties performance of which may be required of employees holding a position assigned to this class.

## OHIO DEPARTMENT OF STATE PERSONNEL

4331  
CHEMIST I

### NATURE OF WORK IN THIS CLASS

This is routine scientific work in the field of chemistry involving the chemical analyses of a variety of substances and materials. Work may involve the supervision of laboratory employees.

An employee in this class makes chemical analyses on such items as various highway and building construction and maintenance materials, alcoholic beverages, food, feeds, fertilizers, water, etc., and may make investigations and analyses of conditions affecting the health of employees engaged in industrial work. General direction and supervision is usually received from chemists in a higher grade or other administrative superior.

### ILLUSTRATIVE EXAMPLES OF WORK

Performs standardized quantitative and qualitative analyses of organic and inorganic materials.

Plans and outlines normal work activities and some special projects.

Instructs and supervises laboratory technologists, technicians and/or assistants in the analysis of various materials, products, or substances.

Reviews results of analyses and returns the problems for additional work if data are unsatisfactory.

Reviews scientific literature and conducts experiments for determining new testing methods.

Prepares and tests standard reagents, compounds, and solutions.

Makes reports and specific recommendations on the basis of the analyses conducted in the laboratory, prepares charts and graphs, and keeps required records.

Requisitions new laboratory equipment and supplies and handles correspondence as required.

May act as expert witness in court cases in connection with the enforcement of laws and regulations.

Performs related duties as required.

### ESSENTIAL KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the principles and practices of analytical chemistry particularly as related to the assigned field of specialization.

Knowledge of biochemistry and physics.

Ability to supervise the work of testing and sampling a variety of materials, products, and substances.

Ability to do original research work and to devise new methods of testing.

Ability to present scientific information clearly and in an understandable manner when acting as witness in court.

Ability to prepare technical reports.

Skill in the performance of standard analyses and in the use of laboratory equipment.

#### QUALIFICATIONS

Graduation from an accredited college or university with major course work in chemistry and a broad general background in the basic sciences; or high school graduation plus three years of responsible experience in chemistry; or other equivalent training and/or experience.

An applicant with a bachelor's degree in chemistry from an accredited college or university plus six months of post graduate experience in chemistry may be appointed at step two (2).

An applicant with a bachelor's degree in chemistry from an accredited college or university plus one year of post graduate experience in chemistry may be appointed at step three (3).

The class specification which appears above is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class and should not be interpreted to describe all of the duties performance of which may be required of employees holding a position assigned to this class.

## NATURE OF WORK IN THIS CLASS

This is responsible, scientific work in the field of chemistry.

An employee in this class may serve as the head of a section in a large laboratory, or as head of a small laboratory, or personally conducts difficult chemical tests. The employee may be responsible for the work of chemists of lower grade or other laboratory workers. Work is performed under general direction of laboratory or medical personnel of higher grade.

## ILLUSTRATIVE EXAMPLES OF WORK

Performs difficult qualitative and quantitative analyses of a broad variety of organic and inorganic materials.

Assigns and supervises the activities of a group of chemists or other workers engaged in performing chemical analyses.

Instructs subordinates in the procedures to be used in making chemical analyses.

Operates and interprets the results of absorption spectrophotometers and instructs subordinates in the operation of such instruments.

Review scientific literature and directs investigation and development of new testing methods.

Directs the work of field personnel, analyzes their reports, and makes field inspection, conferring with manufacturers and plant operators on methods for improving their products.

Confers with superior and with heads of other departments for purpose of coordinating work of chemistry laboratory with that of other divisions.

Prepares reports and keeps records as required.

Performs related duties as required.

## ESSENTIAL KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of the principles and practices of analytical chemistry or chemical engineering.

Extensive knowledge of modern chemical laboratory methods, procedures, material, and equipment.

Knowledge of biochemistry and physics.

Ability to direct and supervise the work of a staff of chemists in a laboratory or of employees performing related work in the field.

Ability to do original research work, to direct development of new methods of testing, and to prepare scientific reports.

Ability to develop and maintain cooperative relationships with subordinates, other departments, manufacturers, and plant operators.

Skill in the performance of non-routine chemical analyses and in the use of laboratory equipment.

#### QUALIFICATIONS

Graduation from an accredited college or university with major course work in chemistry and a broad general background in the basic sciences plus eighteen months of post graduate experience in chemistry; or master's degree in chemistry from an accredited college or university plus three months of post graduate experience in chemistry; or high school graduation and five years of responsible experience in chemistry; or other equivalent training and/or experience.

An applicant with a bachelor's degree in chemistry from an accredited college or university plus two years of post graduate experience in chemistry, or a master's degree in chemistry from an accredited college or university plus six months of post bachelor's experience in chemistry may be appointed at step two (2).

An applicant with a bachelor's degree in chemistry from an accredited college or university plus two and one-half years of post bachelor's experience in chemistry, or a master's degree in chemistry from an accredited college or university plus one year of post bachelor's experience in chemistry may be appointed at step three (3).

The class specification which appears above is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class and should not be interpreted to describe all of the duties performance of which may be required of employees holding a position assigned to this class.



## NATURE OF WORK IN THIS CLASS

This is routine stenographic and clerical work in taking and transcribing dictation and in performing related general office duties.

An employee in this class is primarily responsible for taking accurate notes from dictation and transcribing them in typed form, although the amount of time spent on this portion of the work may vary widely among positions in this class. Routine clerical duties are performed under supervision and work is normally reviewed for compliance with instructions and standards of performance.

## ILLUSTRATIVE EXAMPLES OF WORK

Takes and transcribes dictation and types correspondence dealing with non-technical subjects. Composes and types correspondence of a routine nature according to previously established procedures.

Cuts stencils and types articles, reports, forms, tabulations, bulletins and manuals from copy or from rough draft, and proofreads for accuracy.

Performs routine clerical or record keeping work and assists in the preparation of annual statistical reports by tabulating elementary statistical data according to specified procedures.

Stamps, sorts, and distributes mail; prepares packages, printed matter, and other materials for mailing.

Acts as receptionist and answers inquiries requiring some knowledge of procedures of the department.

Files reports, records, correspondence, and other material according to simple classifications which are clearly indicated.

Types or fills in leases, financial statements or reports, vouchers, journal sheets, audits, requisitions, or payrolls from clearly indicated sources making simple arithmetical checks for accuracy.

Performs related work as required.

## ESSENTIAL KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of business English, spelling, and arithmetic.

Knowledge of the care and operation of a typewriter.

Ability to take and transcribe oral dictation accurately and to type copy at a normal working rate of speed.

Ability to understand and follow simple written and oral instructions.

Ability to make elementary arithmetic computations rapidly and accurately.

Ability to learn simple repetitive clerical tasks within a reasonable length of time.

Ability to maintain harmonious working relationships with other employees and the general public.

#### QUALIFICATIONS

No experience required, but the applicant must be able to type and take dictation.

The class specification which appears above is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class and should not be interpreted to describe all of the duties performance of which may be required of employees holding a position assigned to this class.



## NATURE OF WORK IN THIS CLASS

This is advanced stenographic and clerical work which includes taking and transcribing dictation, and involves occasionally complex work methods and problems.

An employee in this class performs fairly complex stenographic and clerical work requiring knowledge of varied terminology peculiar to type of work being performed. General instructions are received from a superior when procedures are changed or new tasks undertaken. Work is subject to periodic review by superiors. Limited supervision may be exercised over a small group of clerical workers performing routine stenographic, typing or clerical tasks.

## ILLUSTRATIVE EXAMPLES OF WORK

Takes and transcribes dictation and types correspondence, articles, reports, manuals, and minutes on general or technical subjects.

Processes forms and vouchers for office supplies, equipment, repairs, and expense accounts.

Maintains simple accounting, financial, and cost records where no technical bookkeeping knowledge is required; prepares or checks payrolls, vouchers, requisitions, purchase orders and maintains personnel records.

Composes correspondence dealing with routine and occasionally complex subject matter; meets the public, and answers questions dealing with well-established departmental procedures.

Makes up special reports, forms, and summaries at the request of supervisor, frequently checking against a variety of records in order to secure complete and accurate information.

Receives, checks for completeness, and files applications for licenses and employment, tax returns, and other standard forms and gives information of a moderately technical nature, either orally or in writing, requiring some knowledge of departmental policies and procedures.

Keeps dockets of hearings and occasionally takes verbatim dictation of formal hearings where dictation may be used later as legal evidence.

Supervises a small group of employees performing routine typing, stenographic, and related clerical duties.

Performs related work as required.



## ESSENTIAL KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of business English, spelling and commercial arithmetic.

Knowledge of modern office appliances and equipment.

Knowledge of modern office practices and procedures.

Ability to take and transcribe dictation of a moderately technical nature and to type from plain or rough draft copy at a working rate of speed.

Ability to assign, supervise, and review the work of a small group of subordinates performing routine stenographic and clerical duties.

Ability to keep complex clerical records and to prepare accurate reports and summaries from simple accounting or statistical material.

Ability to make minor decisions in accordance with laws and regulations and to apply these to work problems.

Ability to understand and follow relatively complex written and oral instructions.

Ability to make involved arithmetical calculations rapidly and accurately.

Ability to maintain harmonious working relationships with other employees and the general public.

## QUALIFICATIONS

One year of clerical experience which included some stenographic work; or completion of one academic year of business school; or completion of one year of college training, provided that the applicant has typing and shorthand skills.

The class specification which appears above is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class and should not be interpreted to describe all of the duties performance of which may be required of employees holding a position assigned to this class.



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1023  
CLERK STENOGRAPHER III

NATURE OF WORK IN THIS CLASS

This is responsible stenographic secretarial work or stenographic work of a supervisory or technical nature.

An employee in this class performs a variety of responsible and complex tasks requiring independent judgment and involving frequent decisions in accordance with departmental policies and practices.

Employee prepares technical correspondence and relieves superior of other operating details by transmitting administrative decisions and assembling information on problems under consideration. Directions are received in the form of suggestions or general outline. Supervision may be exercised over a group of clerical or stenographic workers.

ILLUSTRATIVE EXAMPLES OF WORK

Takes and transcribes dictation, composes non-routine letters, and types material dealing with technical subject matter; proofreads correspondence and reports, making minor corrections and referring major discrepancies to superior.

Supervises a moderately-sized clerical staff performing stenographic duties, preparing payrolls, assembling diverse reports relating to departmental or divisional operation, requisitioning supplies, and indexing and filing office records.

Approves bills for payment, checks expense accounts, notarizes documents, and keeps a small set of departmental fiscal records.

Meets individuals and general public, gives out information pertaining to departmental procedures and established policy, makes appointments, transmits administrative decisions, and refers questions to appropriate personnel in the absence of superior.

Gathers material from a variety of designated sources for articles or speeches and assembles material for consideration of superior.

Opens, sorts, and reads incoming correspondence, answering routine and non-routine letters as authorized by the supervisor; proofreads and signs outgoing letters which do not require attention of supervisor.

Performs related work as required.

ESSENTIAL KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of business English, spelling, and commercial arithmetic.

Thorough knowledge of modern office practices, procedures, and methods.

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Thorough knowledge of modern office equipment and its application to complex work problems.

Some knowledge of the principles and practices of bookkeeping.

Ability to take and transcribe dictation of a complex and technical nature and to type from rough draft or plain copy at a working rate of speed.

Ability to keep involved or complex clerical records and to prepare accurate reports from statistical or accounting information pertaining to operational problems.

Ability to make minor decisions in accordance with laws, rules, and regulations to apply departmental policies to daily work problems; and to conduct correspondence on routine and non-routine matters, following general instructions and without review.

Ability to organize, lay out, assign, and review the work of a moderately-sized group of employees engaged in routine or involved stenographic or general clerical duties.

Ability to understand and follow complex oral and written directions.

Ability to maintain harmonious working relationships with other employees and the general public.

QUALIFICATIONS

Two years of clerical experience which included some stenographic work. Completion of one academic year of business school or one year of college may be substituted for one year of the required experience.

The class specification which appears above is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class and should not be interpreted to describe all of the duties performance of which may be required of employees holding a position assigned to this class.



## NATURE OF WORK IN THIS CLASS

This is simple and routine clerical work requiring full time or part time typing.

An employee in this class performs routine typing and clerical duties requiring little independent judgement. Typing duties involve non-technical material, forms, cards, inter-office memos and rough drafts. Clerical tasks are of a routine nature which may be learned after a very brief period of in-service training. Employee is given detailed instructions at beginning of work and on subsequent new assignments. Work is normally reviewed upon completion and periodically checked for conformance with instructions and standards of performance.

## ILLUSTRATIVE EXAMPLES OF WORK

Types rough drafts, forms, cards, letters and other non-technical material from copy, draft, or dictating machine; proofreads copy, checking for typing errors.

Performs simple arithmetic computations following specific and clear-cut instructions.

Files reports, records, correspondence and other material according to simple, clearly indicated classifications, searches files for specific information.

Answers telephone calls, receives general public, answers inquiries and gives out routine information.

Posts routine data; receives and distributes mail; prepares material for mailing.

May operate graphotype or other office appliances requiring skills.

Performs related work as required.

## ESSENTIAL KNOWLEDGES, ABILITIES AND SKILLS

Some knowledge of the operation and care of a typewriter.

Some knowledge of modern office practices and procedures.

Some knowledge of business English, spelling and arithmetic.

Ability to type accurately at a working rate of speed.

Ability to make simple arithmetic computations rapidly and accurately.

Ability to understand and follow simple oral and written instructions.

Ability to learn simple, repetitive clerical tasks in a reasonable length of time and turn out a satisfactory volume of work.

Ability to maintain harmonious working relationships with other employees and the public.

#### QUALIFICATIONS

No experience required, but applicant must be able to type.

The class specification which appears above is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class and should not be interpreted to describe all of the duties performance of which may be required of employees holding a position assigned to this class.



# OHIO DEPARTMENT OF STATE PERSONNEL

1012  
CLERK TYPIST II

## NATURE OF WORK IN THIS CLASS

This is advanced clerical work involving varied and occasionally complex work methods and related typing duties.

An employee in this class performs a variety of fairly complex clerical tasks requiring knowledge of involved and varied procedures and ability to type with speed and accuracy. Supervision may be exercised over a small group of subordinate clerical employees performing routine clerical and typing work. Work problems involving departures from standard procedures are reviewed with a superior for final decision. General instructions are received from superior when procedures are changed or new duties assigned.

## ILLUSTRATIVE EXAMPLES OF WORK

Sets up and types a wide variety of complex tables, reports, indices, and other material of a technical nature from copy, rough drafts, and detailed instructions; composes and types correspondence dealing with routine and occasionally complex subject matter.

Posts standardized fiscal data to ledgers according to well-defined classifications; checks subsidiary records against central controls in balancing process not requiring a technical knowledge of bookkeeping.

Meets public, takes applications for determination of eligibility for unemployment compensation, work registrations and applications for unemployment compensation benefits and/or other claims. Determines eligibility on regular claims and refers difficult irregularities to a superior.

Orders, receives, and checks incoming office supplies and equipment against requisitions, dispenses material, and keeps perpetual inventory records as part of a stores operation.

Prepares and types payrolls and maintains related personnel records.

Checks statistical reports, tables, and records and audits papers for accuracy and completeness of computations and data presented; performs elementary mathematical calculations following fairly complex procedures.

May supervise a small group of employees engaged in routine clerical and typing duties.

Performs related work as required.

## ESSENTIAL KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of modern office practices, procedures, and equipment.

Knowledge of business English, spelling, and arithmetic.

Ability to type technical material at a working rate of speed.

Ability to maintain moderately complex clerical records and to prepare reports from such records.

Ability to understand and follow relatively complex oral and written instructions.

Ability to make involved arithmetic calculations rapidly and accurately.

Ability to make minor decisions in accordance with laws and regulations and to apply these to work problems.

Ability to assign, supervise, and review the work of a small group of subordinates performing routine typing and clerical duties.

Ability to maintain harmonious relationships with other employees and the public.

#### QUALIFICATIONS

One year of clerical experience which included some typing; or completion of one academic year of business school; or completion of one year of college training provided that the applicant has typing skills.

Applicant for the Clerk Typist I (1011) with a score of eighty or above will qualify for appointment to this class.

The class specification which appears above is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class and should not be interpreted to describe all of the duties performance of which may be required of employees holding a position assigned to this class.



## NATURE OF WORK IN THIS CLASS

This is difficult supervisory clerical work or independent clerical work of comparable difficulty requiring highly skilled typing ability.

An employee in this class performs a variety of complex clerical tasks requiring independent judgment and action and makes frequent decisions in accordance with departmental policies and practices. Employee prepares technical correspondence and assembles information pertaining to problems under consideration by administrative superior.

## ILLUSTRATIVE EXAMPLES OF WORK

Plans, assigns, and reviews the work of a moderately sized group of subordinates performing a variety of clerical and typing tasks such as filing, duplicating, operating addressograph and graphotype, answering queries of the public, typing simple reports and form letters, and compiling numerical data from field reports.

Maintains and supervises the maintenance of a variety of clerical records such as those concerned with payroll, personnel, supplies and materials, expenditures, and general unit activities.

Composes or types correspondence involving the limited interpretation of departmental rules necessary to the performance of fairly complex functions.

Compiles data for annual reports and special studies using prescribed sources; prepares complex work sheets and tables and makes involved mathematical computations of the material assembled.

Performs related duties as required.

## ESSENTIAL KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of modern office practices, procedures, and equipment and of business English, spelling, and arithmetic.

Knowledge of the principles of office management, supervision, and standard record maintenance procedures.

Some knowledge of the principles and practices of bookkeeping.

Ability to set up and type complex statements and reports required in the operations of a governmental unit.

Ability to organize, lay out, assign, and review the work of a moderately sized group of employees engaged in routine or involved clerical and typing duties.

Ability to understand and follow complex written or oral instructions of a general nature.



Ability to make minor decisions in accordance with laws, rules, and regulations; to apply departmental policies to daily work problems; and to conduct correspondence on routine and non-routine matters following general instructions and without review.

Ability to maintain harmonious work relationships with other employees and the public.

#### QUALIFICATIONS

Two years of clerical experience which includes some typing. Completion of one academic year of business school or college may be substituted for one year of the required experience.

The class specification which appears above is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class and should not be interpreted to describe all of the duties performance of which may be required of employees holding a position assigned to this class.



NATURE OF WORK IN THIS CLASS

This is clerical work of a routine and generally repetitive nature.

An employee in this class performs under close supervision clerical work requiring very little specific knowledge or training.

ILLUSTRATIVE EXAMPLES OF WORK

Sorts or assembles items into a limited number of breakdowns.

Counts and records count of designated items.

Uses a rubber or mechanical stamp in stamping designated items.

Records in long hand from and to a limited number of designated sources.

Arranges items in alphabetical, numerical or chronological sequence.

Files or withdraws items in alphabetical, numerical, chronological files, folders, etc.

Checks or verifies data such as numerical listing by direct comparison with original sources and pointing out discrepancies.

Answers telephone calls; receives general public; answers inquiries and gives out routine information.

Serves as messenger on established schedules or on special assignments.

Performs related work as assigned.

ESSENTIAL KNOWLEDGES, ABILITIES AND SKILLS

Some knowledge of modern office practices, procedures and equipment.

Some knowledge of spelling, punctuation and grammar.

Ability to learn processes applicable to type of clerical duties performed.

Ability to follow instructions in performance of clerical assignments.

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Ability to maintain harmonious working relationship with other employees and the general public.

QUALIFICATIONS

No experience required.

The class specification which appears above is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class and should not be interpreted to describe all of the duties performance of which may be required of employees holding a position assigned to this class.



## NATURE OF WORK IN THIS CLASS

This is advanced clerical work of a varied nature that may include elementary mathematical computations.

An employee in this class performs assigned duties requiring limited knowledge or training and may include the limited exercise of independent judgement and/or limited supervision of a small group of lower grade clerks.

## ILLUSTRATIVE EXAMPLES OF WORK

Records in long hand from and to several designated sources; filing or withdrawing item in a subject or coded file; arranging items in subject or numerical code order.

Checks or verifies data, such as numerical listing by direct comparison with original sources and corrects discrepancies or narrative text by marking corrections to be made, such as typographical errors, incorrect spelling, punctuation and capitalization.

Answers telephone or meets visitors, calling others to telephone or taking messages for return calls, or answering personal or telephone inquiries of agency matters where the information is obtained from records or files covering a limited subject matter; opening, time stamping, sorting and routing, items on regular established schedules or special messenger assignments.

Performs related work as required.

## ESSENTIAL KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of modern office practices, procedures and equipment.

Knowledge of spelling, punctuation and grammar.

Ability to understand and follow oral and written instructions.

Ability to maintain harmonious working relationship with other employees and the general public.

Ability to maintain and keep records of daily work problems.

## QUALIFICATIONS

One year of clerical experience, or completion of one year of college or business school.

The class specification which appears above is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class and should not be interpreted to describe all of the duties performance of which may be required of employees holding a position assigned to this class.



## NATURE OF WORK IN THIS CLASS

This is difficult supervisory clerical work or independent clerical work of comparable difficulty in a public agency or institution.

An employee in this class performs assigned clerical work requiring training and knowledge of specialized subject matter and the frequent exercise of independent judgment. Employee may supervise a group of workers of lower grade and is given general supervision by an administrative superior or other employee of higher grade.

## ILLUSTRATIVE EXAMPLES OF WORK

Plans, assigns, and reviews the work of a moderate sized group of employees engaged in a variety of clerical tasks such as filing, duplicating, microfilming, compiling data for reports, special studies and other purposes.

Compiles data for annual reports, special studies, and other purposes using prescribed sources; prepares complex work sheets and tables and makes involved mathematical computations on the material assembled.

Codes, indexes or classifies material for filing by subject or other system of moderate complexity where a knowledge of the records and operations of the various offices is required.

Supervises or checks, examines, and reviews the receiving and filing of applications and other standard forms; notes discrepancies or errors and initiates corrective action.

Performs related work as may be required.

## ESSENTIAL KNOWLEDGES, ABILITIES AND SKILLS

General knowledge of modern office practices, procedures, and equipment.

General knowledge of English, spelling and grammar.

General knowledge of the principles of standard record maintenance procedures.

Ability to understand and follow complex oral and written directions.

Ability to supervise and maintain harmonious working relationships.

## QUALIFICATIONS

Two years of clerical experience, one academic year of college or business school may be substituted for one year of the required experience.

The class specification which appears above is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class and should not be interpreted to describe all of the duties performance of which may be required of employees holding a position assigned to this class.

Revised 8/16/72



## NATURE OF WORK IN THIS CLASS

This is independent clerical work of a highly responsible and difficult nature, or supervision of a moderately large group of employees engaged in clerical work.

An employee in this class performs responsible clerical work requiring training, experience and a working knowledge of subject matter related to the work of the agency. Employee may supervise a moderate size group of employees performing a variety of clerical tasks of some difficulty.

## ILLUSTRATIVE EXAMPLES OF WORK

Plans, assigns and reviews the work of a moderately large clerical unit engaged in a variety of clerical tasks such as central filing, records processing and examining, and typing.

Conducts correspondence with general public adjusting complaints or supplying technical information to explain department methods and procedures; interprets regulations according to agency standards and applies rules to individual cases.

Examines investigation assignments to field personnel for completeness and to avoid duplication; checks field reports for compliance with original instructions and may take action to correct errors.

Performs related duties as required.

## ESSENTIAL KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of modern office practices, procedures, and equipment as well as principles of office management, supervision and standards, and records management.

Ability to plan, assign, and coordinate the work of a moderately large clerical staff performing a variety of clerical operations.

Ability to instruct and train employees effectively.

Ability to develop, lay out and install involved procedures from general instructions.

Ability to maintain harmonious working relationships with other employees and the general public.

1054

#### QUALIFICATIONS

Three years of clerical experience. Business school or college training may be substituted for the required experience on a year for year basis up to a maximum of two years.

The class specification which appears above is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class and should not be interpreted to describe all of the duties performance of which may be required of employees holding a position assigned to this class.



NATURE OF WORK IN THIS CLASS

This is routine and repetitive coding of data as input to a computer or checking of output from a computer.

Under close supervision an employee in this class performs the routine arrangement of data, the substitution of simple number or letter codes to represent specific situations for entry into computer records, and checks the accuracy of output.

ILLUSTRATIVE EXAMPLES OF WORK

Receives and logs in documents, counts and enters totals on computer sheet.

Refers to code sheets and substitutes numeric or alphabetic code to represent simple data.

Makes simple arithmetic checks, using adding machine.

Assembles documents into batches of a predetermined size or content.

Rubber stamps indentifying data on documents or batch sheets.

Files documents after processing.

Assembles computer printed reports into sets and prepares for mailing.

Performs related duties as assigned.

ESSENTIAL KNOWLEDGES, ABILITIES AND SKILLS

Some knowledge of modern office procedures, practices and equipment.

Ability to follow instructions in performance of duties.

Basic arithmetic, spelling, punctuation and grammar.

Ability to get along with people.

QUALIFICATIONS

No experience required.

The class specification which appears above is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class and should not be interpreted to describe all of the duties performance of which may be required of employees holding a position assigned to this class.



NATURE OF WORK IN THIS CLASS

This is advanced editing and coding of data as input to a computer or checking of output from a computer.

An employee in this class performs assigned duties requiring limited knowledge or training and may include the limited exercise of independent judgement or limited supervision of a small group of lower grade data clerks.

ILLUSTRATIVE EXAMPLES OF WORK

Reviews data sheets or questionnaires for completeness and conformity to pre-established format.

Refers to code sheets and substitutes alphabetic or numeric codes to represent simple data.

Checks mathematical accuracy of data on reports, forms, or other documents in accordance with established procedures.

Establishes batch control totals of documents to facilitate checking of data entry and computing results in a predetermined manner.

Checks computed reports for reasonableness of data, for cross-footing, for arrangement and for general appearance.

Check computer summaries against batch control totals to insure against loss of data in accordance with established procedures.

Performs related duties as assigned.

ESSENTIAL KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of modern office procedures, practices and equipment.

Knowledge of arithmetic, spelling, punctuation and grammar.

Knowledge of data processing coding, editing and checking procedures and practices.

Knowledge of data processing organization and capabilities.

Ability to follow oral or written instructions.

Ability to maintain harmonious working relationships with other employees and with the general public.

## QUALIFICATIONS

One year of experience involving the editing or coding of data for computer processing. Successful completion of one year of college may be substituted for the year of experience.

The class specification which appears above is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class and should not be interpreted to describe all of the duties performance of which may be required of employees holding a position assigned to this class.

## NATURE OF WORK IN THIS CLASS

This is simple non-technical work in connection with engineering and may be performed in the field, office, or laboratory.

An employee in this class uses simple engineering methods and equipment in performing routine sub-professional work. Work is performed under continuous direct supervision with little leeway allowed for independent action or judgment.

## ILLUSTRATIVE EXAMPLES OF WORK.

Receives and numbers specimens sent to laboratory for tests; checks on laboratory supplies and mails supplies and containers to fieldman; cleans materials and laboratory equipment and sets up simple apparatus.

On survey work, clears lines for survey party; sets and marks stakes; holds chain or tape on surveys, relocations and construction work; acts as flagman or rodman.

Checks materials and makes count of equipment coming on or leaving a job; acts as flagman on highway construction or repair projects.

Performs related duties as required.

## ESSENTIAL KNOWLEDGES, ABILITIES AND SKILLS

Ability to withstand continuous field work of an active nature requiring physical stamina and good eyesight and hearing.

Some knowledge of mathematics.

Ability to understand and follow oral or written instructions and to write legibly and neatly and keep simple records.

## QUALIFICATIONS

Six months of experience of a nature which would give knowledge of work performed.

High school graduation may be substituted for the required experience.

The class specification which appears above is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class and should not be interpreted to describe all of the duties performance of which may be required of employees holding a position assigned to this class.

## NATURE OF WORK IN THIS CLASS

This is routine technical and semi-skilled work in connection with engineering and may be performed in the field, office, or laboratory.

An employee in this class performs technical duties which follow definitely prescribed methods and procedures but involve the application of engineering skills and techniques. Employee may be assigned to such work in the field of surveying, materials testing, construction inspection, and similar sub-professional work. Assignments are received with detailed instructions and work is subject to continuing supervision.

## ILLUSTRATIVE EXAMPLES OF WORK

Makes moisture and gradation tests on concrete; takes batch weights on paving; takes care measurements and checks loading and unloading of bituminous material.

Acts as the regularly assigned transit or level man in a survey party.

Does simple mapping, keeps job accounts and collects statistics of a simple routine nature.

Reduces notes and plots and checks center lines and cross sections; uses the planimeter and makes the less difficult technical computations.

Makes soil tests and determines placement of embankments.

Makes routine field inspections, tests, and reports on construction materials both in the field and in the laboratory.

Performs related duties as required.

## ESSENTIAL KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of fundamental mathematics and trigonometry and ability to apply them in making simple engineering computations.

Some knowledge of soils, bituminous and portland cement, concrete and other construction materials.

Some knowledge of highway specifications.

Ability to make routine field and laboratory tests.

Ability to work out of doors under varied climatic conditions necessitating sound physical condition and good eyesight and hearing.

Skill in using the engineer's transit and level.

QUALIFICATIONS

One year of experience in sub-professional engineering or technical work in area applied for; or completion of one semester or two quarters of college or technical school training or completion of the Department of Highways training school.

High school graduation may be substituted for six months of the required experience.

The class specification which appears above is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class and should not be interpreted to describe all of the duties performance of which may be required of employees holding a position assigned to this class.

## OHIO DEPARTMENT OF STATE PERSONNEL

6223  
ENGINEERING AIDE III

### NATURE OF WORK IN THIS CLASS

This is difficult technical work in connection with engineering and may be performed in the field, office, or laboratory.

An employee in this class performs the more difficult technical assignments in making surveys, in making and checking engineering computations, in inspecting construction work or in conducting laboratory or field tests. Supervision is in some cases exercised over engineering aides of lower grade. Assignments are given orally or in writing and are general in nature affording some opportunity for the use of independent judgment. Work may be checked in progress by others of the same class but the final check is by a superior.

### ILLUSTRATIVE EXAMPLES OF WORK

Maintains records, charts, and statistical information of a technical engineering nature, analyzing data as it comes in from the field.

Makes shop inspections of the fabrication, manufacture, or treatment of construction materials.

Prepares construction material samples and conducts such routine tests in the physical laboratory as quantity, tensile strength elongation, compression, wear, soundness, gradation and absorption.

Operates engineers' transit and level and occasionally acts as party chief in field surveys and construction lay out.

Occasionally assists a superior in investigational surveys and research work, by performing simple technical tasks.

Acts as inspector on less difficult construction projects or on a portion of a major project.

Checks the work of engineering aides of lower grade.

Performs related duties as required.

### ESSENTIAL KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of simple engineering principles and practices of engineering mathematics, including trigonometry.

Knowledge of highway specifications, regulations, and tests relating to the construction of small highway projects.

Ability to perform moderately difficult technical computations, estimates, and tests and to compile simple engineering data and statistics.

Ability to withstand outside work necessitating sound physical condition and good eyesight and hearing.

Skill in the use of engineering instruments and equipment.

#### QUALIFICATIONS

Two years of experience in sub-professional engineering or technical work in the special area for which applied; or completion of the Department of Highways training school and one year of experience; or other equivalent combination of training and experience.

High school graduation may be substituted for six months of the required experience.

The class specification which appears above is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class and should not be interpreted to describe all of the duties performance of which may be required of employees holding a position assigned to this class.

## NATURE OF WORK IN THIS CLASS

This is advanced technical and sub-professional work in connection with engineering and may be performed in the field, office, or laboratory.

An employee of this class performs difficult technical assignments in connection with the planning, design and construction of highways, testing of materials and traffic operations, and other phases of engineering work. Work entails the application of sub-professional engineering skill and knowledge and includes the review of plans, detail drawings, maps and reports, the making and checking of engineering computations, making surveys, conducting and analyzing laboratory and field tests of materials and foundations, inspecting materials and construction, and other related assignments. General supervision is received on sub-professional work, close supervision is given to professional level trainee work, final check and approval is made by the engineer in charge of the operation. Supervision is frequently exercised over Engineering Aides of lower grade, skilled and unskilled laboratory helpers and clerical employees.

## ILLUSTRATIVE EXAMPLES OF WORK

Samples and makes difficult physical and/or chemical tests of construction and maintenance materials.

Participates in engineering research and may supervise field or laboratory units engaged in such work.

Performs important work involving engineering data; checks project proposals and estimates from plans and investigates permit requests.

Performs related duties as required.

## ESSENTIAL KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of modern methods and techniques of the construction of public works.

Ability to make mathematical computations and assist in the design of engineering projects.

Ability to assist in difficult engineering projects in the field and office.

Ability take local charge of minor engineering assignments and to obtain adherence to plans and specifications.

Ability to make estimates and to compile engineering data and statistics.

Skill in the use of engineering instruments and equipment.



## QUALIFICATIONS

Successful completion of three years of full time training at an accredited college or university or technical school with major or minor course work in engineering or a physical science; or high school graduation and three years of experience in sub-professional engineering or technical work in the special area for which applied; or completion of the Department of Highways training school and three years of experience or other equivalent combination of training and sub-professional engineering experience.

The class specification which appears above is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class and should not be interpreted to describe all of the duties performance of which may be required of employees holding a position assigned to this class.

# OHIO DEPARTMENT OF STATE PERSONNEL

6231  
ENGINEERING TECHNICIAN I

## NATURE OF WORK IN THIS CLASS

This is routine technical and semi-skilled work in connection with any branch of engineering and may be performed in the field, office, or laboratory.

An employee in this class performs technical duties which follow definitely prescribed methods and procedures but nonetheless involve some application of engineering skills and techniques. Employee may be assigned to such work in the field of surveying, drafting, materials testing, construction inspection, traffic and road inventory surveys, and similar sub-professional work. Assignments are received with detailed instructions and work is subject to continuing supervision. Work is performed under the general supervision of a Registered Professional Engineer.

## ILLUSTRATIVE EXAMPLES OF WORK

Under the direction and general supervision of a Registered Professional Engineer who assumes final responsibility for the completed engineering work:

Acts as the regularly assigned transit or level man in a survey party.

Does simple mapping; plots and checks center lines and cross sections; uses the planimeter; or makes the less difficult technical computations.

Traces and does other routine drafting.

Makes moisture and gradation tests on concrete; takes batch weights on paving; takes car measurements and checks loading and unloading of bituminous material.

Makes soil tests.

Makes routine inspections and routine tests and prepares report of findings on construction materials in the field and in the laboratory. Participates in a crew using clinometer, odometer, and directional gyroscopic compass in making traffic, parking, or related studies.

Acts as inspector of the simpler types of construction or maintenance projects.

Performs related duties as required.

## ESSENTIAL KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of fundamental mathematics and ability to make simple engineering computations.

Some knowledge of soils, bituminous and portland cement, concrete and other construction materials.

Some knowledge of specifications.

Ability to assist in preparation and tracing drawings of simple surveys and plans.

Ability to make routine field and laboratory tests.

Ability to work out of doors under varied climatic conditions necessitating sound physical condition and good eyesight and hearing.

#### QUALIFICATIONS

Two years of experience in sub-professional engineering work or technical work relating to engineering.

High school graduation may be substituted for six months of the required experience.

The class specification which appears above is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class and should not be interpreted to describe all of the duties performance of which may be required of employees holding a position assigned to this class.

# OHIO DEPARTMENT OF STATE PERSONNEL

6232

## ENGINEERING TECHNICIAN II

### NATURE OF WORK IN THIS CLASS

This is technical work in connection with any branch of engineering and may be performed in the field, office, or laboratory.

An employee in this class performs technical assignments in making surveys, in preparing drawings, in making and checking computations, in inspecting construction work, in conducting laboratory or field tests, and in making traffic and road inventory studies. Assignments are given orally or in writing and are general in nature affording some opportunity for the use of independent judgment. Work may be checked in progress by others of the same class but the final check is by a superior. Work is performed under the general supervision of a Registered Professional Engineer.

### ILLUSTRATIVE EXAMPLES OF WORK

Under the direction and general supervision of a Registered Professional Engineer who assumes final responsibility for the completed engineering work:

Reduces notes, plots, computes quantities and performs work on construction plans.

Lays out special details for such projects as intersections, drainage, paving, grade eliminations, erosion control and public utility facilities.

Plots, checks, revises, traces, and makes necessary computations for maps.

Maintains records, charts, and statistical information of a technical engineering nature, analyzing data as it comes in from the field.

Participates in traffic, parking, and related studies.

Participates in making shop inspections of the fabrication, manufacture, or treatment of construction materials.

Prepares construction material samples and conducts physical or chemical tests in the laboratory.

Operates engineers' transit and level and assists party chief in field surveys and construction lay out.

Assists a superior in investigational surveys and research work, by performing simple technical tasks.

Acts as inspector on less difficult construction projects or on a portion of a major project.

Performs related duties as required.

ESSENTIAL KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of simple engineering principles and practices and of engineering mathematics.

Knowledge of specifications, regulations, and tests relating to construction.

Ability to perform moderately difficult technical computations, estimates, and tests and to compile simple engineering data and statistics.

Ability to withstand outside work necessitating sound physical condition and good eyesight and hearing.

Skill in the use of engineering instruments and equipment and in making engineering drawings and plans.

QUALIFICATIONS

High school graduation and two years of experience in sub-professional engineering or technical work; or successful completion of two years of full time training at a technical school or college; or other equivalent combination of training and experience.

The class specification which appears above is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class and should not be interpreted to describe all of the duties performance of which may be required of employees holding a position assigned to this class.

## NATURE OF WORK IN THIS CLASS

This is advanced technical and sub-professional work in connection with any branch of engineering and may be performed in the field, office, or laboratory.

An employee of this class performs technical assignments in connection with the planning, design, construction, and maintenance of highways, structures, and buildings; testing of materials and traffic operations and other phases of engineering work. Work entails the application of sub-professional engineering skill and knowledge and includes preparation of plans, detail drawings, maps, and reports, the making and checking of engineering computations, making surveys, conducting and analyzing laboratory and field tests of materials and foundations, inspecting materials and construction, and other related assignments. Work is performed under the general supervision of a Registered Professional Engineer.

## ILLUSTRATIVE EXAMPLES OF WORK

Under the direction and general supervision of a Registered Professional Engineer who assumes final responsibility for the completed engineering work:

Acts as chief of party on location and construction surveys.

Acts as assistant squad leader of a group of draftsmen doing responsible mapping and drafting work.

Samples and makes physical or chemical tests of construction and maintenance materials.

Participates in engineering research.

Performs technical work in bridge and road design and cartographic drawing.

Performs important clerical and statistical work involving engineering data and investigates permit requests.

Performs related duties as required.

## ESSENTIAL KNOWLEDGES, ABILITIES AND SKILLS

Some knowledge of the principles and practices of sub-professional engineering.

Ability to assist in moderately difficult engineering projects in the field and office.

Ability to estimate quantities and to compile engineering data and statistics.

6233

Skill in the use of engineering instruments and equipment and in making engineering drawings and plans.

#### QUALIFICATIONS

Graduation from an accredited college or university with course work related to the area assigned; or high school graduation and four years of experience in sub-professional engineering or technical work; or two years technical school and two years of experience; or other equivalent combination of experience and training.

The class specification which appears above is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class and should not be interpreted to describe all of the duties performance of which may be required of employees holding a position assigned to this class.

## NATURE OF WORK IN THIS CLASS

This is moderately complex technical work which may involve some supervisory duties or comparably difficult individual performance of specialized work. Work is performed in connection with the state highway program or other public works and includes preliminary investigation, planning of construction and maintenance projects, materials-testing, traffic operations, and/or research.

An employee in this class may be in responsible charge of and supervise the work of a small group of technical, skilled and unskilled workers (on a minor project); or the employee may individually plan projects or perform a somewhat specialized phase of technical work (investigation or research in the field, office or laboratory). Assignments are specific, but detailed instructions are given only with new types of work or unfamiliar projects. Employee must apply technical knowledge and has some opportunity for the use of independent judgement in laying out work and making minor technical decisions. The required guidance and supervision is received from a Registered Professional Engineer, who periodically inspects work in progress and checks finished projects for completeness and acceptability.

## ILLUSTRATIVE EXAMPLES OF WORK

Under the direction and general supervision of a Registered Professional Engineer who assumes final responsibility for the completed engineering work:

Serves as project technician on a construction or maintenance project of minor size and complexity.

May serve as squad leader in planning small highway projects. Prepares the drawings for minor structures.

Supervises inspection of construction on average-sized projects or portions of very complex projects.

Makes physical and chemical tests of construction and maintenance materials or may supervise small field or laboratory units engaged in making these tests.

Performs investigational and research work.

Reviews the composition of portland cement concrete and bituminous concrete mixes to required conformance with specifications.

Acts as chief of survey party in the more difficult assignments when independent action is necessary and supervision from area supervisor is not needed.



Prepares drawings and specifications for replacement of mechanical equipment, repair of buildings, installation of water lines, sewers, electrical work, and items pertaining to maintenance of buildings and equipment.

Performs related duties as required..

#### ESSENTIAL KNOWLEDGES, ABILITIES AND SKILLS

Some knowledge of modern methods and techniques of the construction and maintenance of public works.

Ability to make involved computations, to lay out highway projects and to prepare plans.

Ability to assist in conducting research work and the preparation of technical reports.

Ability to make tests of construction materials in field and laboratory.

Ability to inspect the work of contractors on construction projects and to obtain adherence to plans and specifications.

Ability to supervise the work of subordinates.

Skill in the use of engineering instruments and equipment.

#### QUALIFICATIONS

Graduation from an accredited college or university with course work related to the field assigned and one year of experience in sub-professional engineering work; or high school graduation and five years of experience in sub-professional engineering or technical work; or two years technical school and three years of experience; or other equivalent combination of experience and training.

The class specification which appears above is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class and should not be interpreted to describe all of the duties performance of which may be required of employees holding a position assigned to this class.

## NATURE OF WORK IN THIS CLASS

This is complex technical work which may involve some responsible supervisory duties or comparably difficult individual performance of specialized work. Work is performed in connection with the state highway program or other public works and includes preliminary investigation, planning of construction and maintenance projects, materials testing, traffic operations and/or research.

An employee in this class may be in responsible charge of and supervises the work of a group of technical, skilled and unskilled workers; or the employee may individually prepare plans for projects; or performs a specialized phase of technical work (investigation or research in the field, office or laboratory). Assignments are specific, but detailed instructions are given only with new types of work or unfamiliar projects. Employee must apply technical knowledge; and has opportunity for the use of independent judgment in laying out work and making technical decisions. The required guidance and supervision is received from a Registered Professional Engineer who periodically inspects work in progress and checks finished projects for completeness and acceptability.

## ILLUSTRATIVE EXAMPLES OF WORK

Under the direction and general supervision of a Registered Professional Engineer who assumes final responsibility for the complete engineering work:

Serves as project technician on a construction or maintenance project of average size and complexity.

May serve as squad leader in planning and detailing complex highway projects.

Prepares drawings for minor structures.

Supervises inspection of large projects.

Makes physical and chemical tests of construction and maintenance materials and may supervise field or laboratory units engaged in making these tests. Performs investigational and research work.

Reviews the composition of portland cement concrete and bituminous concrete mixes to require conformance with specifications.

Supervises all survey party chiefs in a division or comparable area.

Prepares drawings and specifications for replacement of mechanical equipment, repair of buildings, installation of water lines, sewers, electrical work, and items pertaining to maintenance of buildings and equipment.

Acts as a consultant to maintenance and operating crews at institutions.

Performs related duties as required.

#### ESSENTIAL KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the principles and practices of engineering procedures.

Some knowledge of modern methods and techniques of the construction and maintenance of public works.

Ability to make involved computations and to make project plans in accord with departmental requirements.

Ability to perform research work and to assemble technical data for reports.

Ability to make moderately complex tests of construction materials in field and laboratory.

Ability to inspect the work of contractors on construction projects and to obtain adherence to plans and specifications.

Ability to supervise the work of other technicians.

Skill in the use of engineering instruments and equipment.

#### QUALIFICATIONS

Graduation from an accredited college or university with course work related to the field assigned and two years of experience in engineering work; or high school graduation and six years of experience in sub-professional engineering or technical work; or two years technical school and four years experience; or other equivalent combination of training and experience.

The class specification which appears above is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class and should not be interpreted to describe all of the duties performance of which may be required of employees holding a position assigned to this class.

OHIO DEPARTMENT OF STATE PERSONNEL

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ENGINEERING TECHNICIAN VI

NATURE OF WORK IN THIS CLASS

This is complex technical work involving administrative or supervisory duties or comparably difficult individual performance of responsible specialized work. Work is performed in connection with the state highway program or other public works and includes preliminary investigation, planning of construction and maintenance projects, materials-testing, traffic operations, and/or research.

An employee in this class may exercise immediate supervision over a group of technicians of lower grade and other workers (e.g. as squad leader on planning projects or as project technician on a major construction project); or may individually prepare drawings for projects of average difficulty; or act as technical advisor on some details of a specialized phase of the highway program (e.g. photogrammetry or statistical reporting). Assignments are usually specific in scope, but are given without detailed instructions as to do work methods. Employee must apply technical knowledge and has opportunity for the use of independent judgment in planning and laying out work and in making technical decisions of moderate difficulty. General professional supervision and guidance is received from a Registered Professional Engineer who reviews projects for acceptable organizations and progress and conformity with policy and regulations.

ILLUSTRATIVE EXAMPLES OF WORK

Under the direction and general supervision of a Registered Professional Engineer or Architect who assumes final responsibility for the completed engineering work:

Serves as a leader of a group of technicians in planning projects of major importance.

Acts as project technician in charge of all technical details on major construction projects.

Conducts difficult investigations and surveys, performs technical tests and research, and prepares reports of findings.

Assists in the design of buildings and structures.

Acts as technical advisor or performs highly specialized technical assignments.

Serves as assistant head of a specialized staff section engaged in the over-all collection and analysis of information.

Reviews the composition of all project materials to require conformance with specifications.

Resolves questions of an engineering nature between the contractor and the state and advises to keep all personnel abreast of policies and procedures.

Prepares drawings and specifications for replacement of mechanical equipment, repair of buildings, installation of water lines, sewers, electrical work, and items pertaining to maintenance of buildings and equipment.

Acts as a consultant to maintenance and operating crews at institutions.

Prepares estimates for all types of construction and maintenance projects; prepares reports on operating costs of equipment.

Performs related duties as required.

#### ESSENTIAL KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the principles and techniques of engineering procedures.

Knowledge of modern methods and techniques of the construction and maintenance of public works.

Ability to plan, supervise, and review the work of other technicians.

Ability to perform technical tests and research work and to make suggestions on engineering problems to the supervisory engineer.

Skill in the preparation of plans for highways, streets, and structures and in making complete plans and specifications in accord with established principles.

#### QUALIFICATIONS

Graduation from an accredited college or university with course work related to the field assigned and three years of experience in engineering work; or high school graduation and seven years of experience in sub-professional engineering or technical work; or two years technical school and five years of sub-professional engineering experience; or other equivalent combination of training and experience.

The class specification which appears above is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class and should not be interpreted to describe all of the duties performance of which may be required of employees holding a position assigned to this class.

# OHIO DEPARTMENT OF STATE PERSONNEL

6237

## ENGINEERING TECHNICIAN VII

### NATURE OF WORK IN THIS CLASS

This is complex technical work involving highly responsible administrative or supervisory duties or comparably difficult individual performance of important specialized technical work. Work is performed in connection with the state highway program or other public works, and includes preliminary investigation, planning of construction and maintenance projects, materials-testing, traffic operations; and/or research.

An employee in this class may exercise general technical supervision over a large group of technicians of lower grade and other employees engaged in a specialized function or project or the employee may individually provide specialized information and prepare drawings for work of advanced technical difficulty and of importance to the over-all program of the organization. Functions or projects are assigned with policy instruction. Employee must apply thorough technical knowledge; and has opportunity for some executive control and for making technical decisions on ordinary engineering problems. The Registered Professional Engineer in charge correlates technical and engineering decisions from subordinates in making final decision. Administrative supervision is relieved from a Registered Professional Engineer who reviews work for results and for conformity with established policies.

### ILLUSTRATIVE EXAMPLES OF WORK

Under the directions and general supervision of a Registered Professional Engineer who assumes final responsibility for the completed engineering work:

Prepares plans for moderately difficult structures.

Serves as head of a technical section performing specialized phases of the department's work.

Serves as technical advisor on projects or subjects of a highly specialized nature.

Performs planning, construction, maintenance and administrative work of advanced technical difficulty and responsibility in such capacities as may be determined by the requirements of the program.

Reviews the composition of all project materials on complex projects to require conformance with specification.

Prepares estimates for all types of construction and maintenance projects; prepares reports on operating costs of equipment.

Performs related duties as required.

## ESSENTIAL KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles and techniques of engineering procedures.

Thorough knowledge of modern methods and techniques as applied to the planning, construction, and maintenance of highways and other public works.

Ability to direct the work of other technicians, mechanics, equipment operators, and construction and maintenance workers.

Ability to supervise the making of complete plans and specifications to conform with highway standards.

Ability to develop and maintain cooperative relationships with sub-ordinates and their sections.

Ability to perform difficult technical tests and research or with sub-ordinates and their sections.

Ability to perform difficult technical tests and research or other work of a highly specialized nature.

## QUALIFICATIONS

Graduation from an accredited college or university with course work more related to engineering and four years of experience in engineering work; or high school graduation and eight years of experience in sub-professional engineering or technical work; or two years technical school and six years of experience in sub-professional engineering; or other equivalent combination of training and experience.

The class specification which appears above is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class and should not be interpreted to describe all of the duties performance of which may be required of employees holding a position assigned to this class.

## NATURE OF WORK IN THIS CLASS

This is highly responsible administrative work at the policy formulating level, in the administration of a departmental program.

## ILLUSTRATIVE EXAMPLES OF WORK

Plans, directs and coordinates the program of a division in a state department, subject to the direct instructions of the director of the department.

Plans, directs and coordinates the program of an auxiliary service unit within a central state department, subject to the direct instructions of the director of the department, such auxiliary services being those rendered to and for two or more other state departments and having binding effects upon them.

Performs analysis, as assigned, of the policy objectives of a state program; recommends changes in program emphasis to the governor or to the chief executive officer of the affected state program.

Performs related work as required.

## ESSENTIAL KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of the subject matter of the division or unit concerned.

Extensive knowledge of modern principles of business and public administration.

Ability to establish and maintain effective working relationships with employees, public officials, and the general public.

Extensive knowledge and skill with respect to the performance or organized administrative research and analysis.

Ability to influence others to recognize and act upon defects in policy, organization, and administrative technique.

## QUALIFICATIONS

Graduation from an accredited college or university and seven years of responsible experience in a business organization or in the public service, three years of which must have been in responsible administrative or supervisory work involving general management problems; or ten years of responsible experience in a business organization or in the public service, three years of which must have been in responsible administrative or supervisory work involving general management problems; or other equivalent combination of training and experience.



NOTE: Applicants with one year of experience in addition to the minimum required may be appointed at step 2.

Applicants with two years of experience in addition to the minimum required may be appointed at step 3.

The class specification which appears above is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class and should not be interpreted to describe all of the duties performance of which may be required of employees holding a position assigned to this class.

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6551  
Public Health Engineer I

## NATURE OF WORK IN THIS CLASS

This is routine sub-professional engineering work in the field of public health.

An employee in this class works on engineering activities of very limited scope under close supervision with little latitude for independent action.

## ILLUSTRATIVE EXAMPLES OF WORK

Performs special assignments of elementary difficulty relating to assigned phase of public health engineering.

Reviews plans and specifications of environmental health and engineering structures, systems, operations and establishments in the field of assignment.

Participates in field inspections of medical facilities, water treatment plants, solid waste disposal sites, or other facilities in area of assignment.

Prepares for more important assignments by observation, study, on-the-job training, review of reports, and increased participation in assignments of increasing difficulty and responsibility.

Performs related work as required.

## ESSENTIAL KNOWLEDGES, ABILITIES AND SKILLS

General knowledge of the fundamental technologies and sciences underlying the practice of environmental engineering such as physics, chemistry, and biology.

Ability to make, read, and interpret engineering drawings and specifications pertaining to the work of the speciality.

Ability to present ideas clearly in writing and orally.

Ability to deal with the public tactfully.

## QUALIFICATIONS

Graduation from an accredited college or university with a major in sanitary, civil, or chemical engineering; or other major in the field of public health engineering appropriate to the position.

NOTE:

An applicant with one year of experience, following graduation, in the field of public health engineering involved in the position may be appointed at step 2.

An applicant with two years of experience, following graduation, in the field of public health engineering involved in the position may be appointed at step 3.

The class specification which appears above is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class and should not be interpreted to describe all of the duties performance of which may be required of employees holding a position assigned to this class.

## NATURE OF WORK IN THIS CLASS

This is sub-professional engineering work in the field of public health.

An employee in this class works on engineering activities of limited scope and may involve supervision of engineering aides and technicians. Work is performed under the general supervision of higher grade engineer.

## ILLUSTRATIVE EXAMPLES OF WORK

Inspects environmental health facilities such as sewage treatment plants, public buildings, hospitals, or other facilities for compliance with engineering standards.

Write reports on engineering inspections, reviews facility development, and under supervision writes letters and makes appropriate recommendations.

Reviews engineering plans of facilities in area of assignment such as, air pollution abatement equipment, water treatment plants, hospitals, solid waste disposal sites, or public buildings.

Performs related work as required.

## ESSENTIAL KNOWLEDGES, ABILITIES AND SKILLS

Some knowledge of the application of engineering principles to public health engineering areas such as air pollution, water supply, radiological health, solid waste management, etc.

Ability to apply engineering principles and to work effectively in the solution of environmental engineering problems.

Ability to follow complex instructions.

Ability to deal with the public tactfully.

Ability to supervise technicians and aides.

## QUALIFICATIONS

Graduation from an accredited college or university with a major in sanitary, civil, or chemical engineering; or other major in the field of public health engineering appropriate to the position. Registered as an Engineer-in-Training with the Ohio State Board of Registration for Professional Engineers and Surveyors.

## NOTE:

An applicant with one year of experience, following graduation, in the field of public health engineering involved in the position may be appointed at step 2.

An applicant with two years of experience, following graduation, in the field of public health engineering involved in the position may be appointed at step 3.

The class specification which appears above is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class and should not be interpreted to describe all of the duties performance of which may be required of employees holding a position assigned to this class.

## OHIO DEPARTMENT OF STATE PERSONNEL

6553  
Public Health Engineer III

### NATURE OF WORK IN THIS CLASS

This is professional engineering work of ordinary difficulty in field of public health.

An employee in this class works under supervision in one or more public health engineering activities of a limited scope.

### ILLUSTRATIVE EXAMPLES OF WORK

Inspects municipal water and sewage treatment plants and reports on efficiency of treatment.

Gives basic engineering advice to operators of solid waste disposal sites, water and waste water treatment plants, or operations of other facilities affecting environmental health.

Investigates and makes reports and recommendations in such environmental engineering areas as air pollution, industrial hygiene, medical facility construction, radiation, etc.

Confers with local and industry officials and the general public relative to engineering problems in his area of specialization.

Performs related work as required.

### ESSENTIAL KNOWLEDGES, ABILITIES AND SKILLS

A good knowledge of the application of engineering principles to environmental engineering areas such as industrial hygiene, solid waste management, sewage and industrial wastes, etc.

Knowledge of public health law and regulations.

A good knowledge of public health practices applicable in environmental engineering.

Ability to supervise technicians and act as a work leader for lower grade public health engineers.

Ability to deal tactfully with public and industry officials, and with the public.

### QUALIFICATIONS

Graduation from an accredited college or university with a major in sanitary, civil, or chemical engineering; or other major in the field of public health engineering appropriate to the position. No previous experience required other than that necessary to obtain a professional engineer's license.

Possession at the time of appointment of a license as a professional engineer as issued by the Ohio State Board of Registration for Professional Engineers and Surveyors.

NOTE:

An applicant with one year of experience, following licensure, in the field of public health engineering involved in the position may be appointed at step 2.

An applicant with two years of experience, following licensure, in the field of public health engineering involved in the position may be appointed at step 3.

The class specification which appears above is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class and should not be interpreted to describe all of the duties performance of which may be required of employees holding a position assigned to this class.

## OHIO DEPARTMENT OF STATE PERSONNEL

6554  
Public Health Engineer IV

### NATURE OF WORK IN THIS CLASS

This is professional engineering work of an advanced nature in the field of public health.

An employee in this class works under general supervision in one or more public health engineering activities of a wide scope.

### ILLUSTRATIVE EXAMPLES OF WORK

Acts as technical consultant and advisor to field engineers engaged in air pollution studies.

Investigates and writes reports and recommendations on water pollution problems, refuse disposal and other sanitary engineering problems.

Assists in the development and presentation of information to be used as evidence in legal action.

Investigates and writes reports on occurrences of occupational diseases in industry and prescribes proper industrial hygiene corrective measures for prevention.

Supervises technicians or clerical personnel in environmental engineering activities.

Performs related work as required.

### ESSENTIAL KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of the application of engineering principles to environmental engineering areas such as air pollution, general environmental engineering, institutional hygiene, radiological health, etc.

A good knowledge of public health laws, regulations, principles, and practices applicable in environmental engineering programs.

Ability to interpret and present complex ideas both orally and in writing.

Ability to deal tactfully with the general public and with public and industry officials.

Ability to supervise others and act as a work leader for lower grade engineers.

### QUALIFICATIONS

Graduation from an accredited college or university with a major in sanitary, civil, or chemical engineering; or other major in the field of public health engineering appropriate to the position.



One year of experience following licensure in the field of public health engineering involved in the position.

Possession at the time of appointment of a license as a professional engineer as issued by the Ohio State Board of Registration for Professional Engineers and Surveyors.

The class specification which appears above is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class and should not be interpreted to describe all of the duties performance of which may be required of employees holding a position assigned to this class.

## OHIO DEPARTMENT OF STATE PERSONNEL

6555  
Public Health Engineer V

### NATURE OF WORK IN THIS CLASS

This is professional engineering work of an involved and specialized nature or first level supervisory work in one of the fields of public health engineering.

An employee in this class works under limited supervision and his work receives only a general review.

### ILLUSTRATIVE EXAMPLES OF WORK

Acts as Assistant Principal District Sanitary Engineer or Assistant Engineer-in-Charge of an Engineering Section; supervises the activities of engineers and technicians in the absence of his superior.

Reviews plans for proposed water supply and sewage treatment plants, solid waste disposal sites, swimming pools, trailer parks, hospitals or other facilities requiring the approval of the Health Department; writes recommendations pertaining to compliance with standards.

Assists in the preparation, for the Water Pollution Control Board, recommendations with regard to the issuance and renewal of permit applications for wastewater disposal for all political entities and other classified plants.

Engages in enforcement, inspection and consultative activities as they relate to the control of wastes involved in mineral recovery operations.

Studies health hazards associated with a particular manufacturing process or chemical common to a group of industries for the purpose of determining the relationship of the process or chemical to health.

Assists in the review and evaluation of plans, specifications and supportive documents submitted with applications for tax exemptions on air pollution control equipment.

Performs related work as required.

### ESSENTIAL KNOWLEDGES, ABILITIES AND SKILLS

A very good knowledge of public health laws, regulations, principles and practices applicable in environmental engineering programs.

Considerable knowledge of the application of engineering principles to environmental engineering areas such as solid waste management, water supply, industrial hygiene, air pollution, institutional hygiene, etc.

Knowledge of administrative and supervisory principles and practices.

Ability to supervise the work of lower grade public health engineers.

Ability to present and interpret complex ideas orally and in writing.

Ability to demonstrate a high degree of skill in the application of engineering principles to environmental engineering programs.

#### QUALIFICATIONS

Graduation from an accredited college or university with a major in sanitary, civil, or chemical engineering; or other major in the field of public health engineering appropriate to the position. Three years of experience following licensure in the field of public health engineering involved in the position.

Possession at the time of appointment of a license as a professional engineer as issued by the Ohio State Board of Registration for Professional Engineers and Surveyors.

The class specification which appears above is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class and should not be interpreted to describe all of the duties performance of which may be required of employees holding a position assigned to this class.

# OHIO DEPARTMENT OF STATE PERSONNEL

6556  
Public Health Engineer VI

## NATURE OF WORK IN THIS CLASS

This is professional engineering work of a supervisory nature.

An employee in this class works under general direction supervising a moderate sized public health engineering program that is state-wide in scope, or in line supervision of engineers working in several programs covering a large area of the state.

## ILLUSTRATIVE EXAMPLES OF WORK

Supervises engineers and technicians in enforcement, inspection, and consultative activities as they relate to water supply, sewage disposal, water pollution and solid waste disposal in an assigned district of the state.

Responsible for the administration of a sanitary engineering section in the Health Department such as Water Supply Plans, Water Supply Operations, Municipal Sewage Plans, or some comparably sized program state-wide in scope.

Acts as the assistant to the supervisor of a large sanitary engineering program which encompasses several smaller state-wide programs.

Supervises engineers and technicians engaged in evaluation, enforcement, inspection, and consultative activities in a state-wide air quality standards program.

Performs related work as required.

## ESSENTIAL KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the application of engineering principles to environmental engineering areas such as air pollution, solid waste management, radiological health, water supply, etc.

Considerable knowledge of public health laws, regulations, principles, and practices applicable in environmental engineering programs.

Considerable knowledge of administrative and supervisory principles and practices.

Ability to plan and direct a state-wide public health engineering program.

Ability to work effectively with other leaders in government, education and industry.

## QUALIFICATIONS

Graduation from an accredited college or university with a major in sanitary, civil, or chemical engineering; or other major in the field of public health engineering appropriate to the position. Five years of experience following licensure in the field of public health engineering involved in the position including two years in a responsible administrative or supervisory capacity.

Possession at the time of appointment of a license as a professional engineer as issued by the Ohio State Board of Registration for Professional Engineers and Surveyors.

The class specification which appears above is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class and should not be interpreted to describe all of the duties performance of which may be required of employees holding a position assigned to this class.

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6557  
Public Health Engineer VII

### NATURE OF WORK IN THIS CLASS

This is high level administrative work in public health engineering programs.

An employee in this class administers a large state-wide public health engineering program of a very wide scope under general direction.

### ILLUSTRATIVE EXAMPLES OF WORK

Develops and administers a major engineering program such as air pollution control, water supply, or sewage and industrial wastes.

Directs educational and regulatory activities in the area of program assignment.

Assists local political subdivisions, regional, and interstate agencies in the furtherance of environmental pollution abatement through consultation, directing cooperative studies, code formulation, and other technical and administrative means.

Plans and directs investigations into major sources of environmental pollution.

Represents the Department of Health in meetings and conferences in the area of program assignment.

Performs related work as required.

### ESSENTIAL KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of departmental programs and objectives in public health engineering programs.

A good knowledge of the legislative process at the community and state level.

Thorough knowledge of the application of engineering principles to environmental engineering areas such as sewage and industrial waste, water supply and treatment, air pollution, etc.

Thorough knowledge of administrative and supervisory techniques and principles.

Ability to direct a large state-wide public health engineering program.

Ability to coordinate a complex engineering program with other public health programs at the state and community levels.

High degree of ability to present and interpret complex technical ideas and programs orally and in writing.

Ability to deal effectively with government, community, and industry leaders.

#### QUALIFICATIONS

Graduation from an accredited college or university with a major in sanitary, civil, or chemical engineering; or other major in the field of public health engineering appropriate to the position. Seven years of experience following licensure in the field of public health engineering involved in the position including three years in a responsible administrative or supervisory capacity.

Possession at the time of appointment of a license as a professional engineer as issued by the Ohio State Board of Registration for Professional Engineers and Surveyors.

The class specification which appears above is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class and should not be interpreted to describe all of the duties performance of which may be required of employees holding a position assigned to this class.

## NATURE OF WORK IN THIS CLASS

This is secretarial work of a responsible nature requiring independent judgment and stenographic competence.

An employee in this class performs the duties of a secretary to the head of a moderate sized agency or to the superintendent of an institution or to the chief of a major bureau within a large department.

The employee must be capable of evaluating and coping with difficult and complex situations, exercising calm restraint and initiative, following standard departmental procedures, and knowing when it is necessary to deviate therefrom.

This position may require the supervision of employees engaged in predominately clerical activities.

## ILLUSTRATIVE EXAMPLES OF WORK

Performs the duties of a secretary to a top executive or administrative officer; takes and transcribes dictation; meets individuals and the general public; communicates departmental decisions and policy; carries out administrative duties as assigned; and refers inquiries to proper officials.

Determines whether a problem requires the attention of the superior and if so, assembles all necessary material required to clearly outline the situation; arranges routine and special meetings and contacts those persons who are to be present.

Reviews correspondence for which a thorough knowledge of departmental rules and procedure is necessary; corrects errors or discrepancies; handles routine questions in the standard manner; insures that incoming and outgoing mail is promptly received and sent.

Performs related duties as required.

## ESSENTIAL KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of modern office practices, procedures, and methods.

Thorough knowledge of business English, spelling, and commercial arithmetic.

Thorough knowledge of departmental rules, regulations, functions, procedures, organization, and applicable statutory law; ability to make minor decisions in accordance therewith.

Ability to apply policies and laws to everyday work situations and to conduct correspondence on routine and non-routine matters.



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Ability to plan, lay out, assign, direct and review work of others and to maintain harmonious relationships with staff, subordinates, and the general public.

Ability to understand and carry out effectively, complex oral and/or written instructions and to speak and answer questions in a clear, concise manner.

QUALIFICATIONS

Three years of clerical experience which includes some stenographic work. Completion of one academic year of business school or a year of college may be substituted for one year of the required experience.

Note: Applicants with one year of secretarial experience in addition to the minimum required may be appointed at step 2.

Applicants with two years of secretarial experience in addition to the minimum required may be appointed at step 3.

The class specification which appears above is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class and should not be interpreted to describe all of the duties performance of which may be required of employees holding a position assigned to this class.



## NATURE OF WORK IN THIS CLASS

This is secretarial work of a highly responsible nature requiring stenographic and some administrative ability.

An employee in this class performs difficult duties requiring the use of dictation in shorthand or with a stenotype machine. The employee must be capable of analysing situations to determine if standard departmental policy is to be followed or whether this matter should be brought to the attention of a superior.

An employee in this class performs the duties of a secretary to the head of a medium to large department or to the chief of a division in a large department.

This position may require the supervision of employees engaged in predominately clerical activities.

## ILLUSTRATIVE EXAMPLES OF WORK

Performs the duties of a secretary to a top executive or administrative officer; takes and transcribes dictation; transmits administrative decisions and refers questions to appropriate personnel; and carries out administrative duties as assigned.

Determines whether a problem requires the attention of the superior and if so, assembles all necessary material required to clearly outline the situation; arranges routine and special meetings and contacts those persons who are to be present.

Reviews correspondence and reports with a wide variety of subject matter where a knowledge of division or department is required; notes errors or discrepancies; initiates corrective action and follow up.

Performs related duties as required.

## ESSENTIAL KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of business English and modern office practice and procedures.

Thorough knowledge of spelling and commercial arithmetic.

Thorough knowledge of departmental rules, regulations, functions, procedures, organization, and applicable statutory law: ability to make minor decisions in accordance therewith.

Ability to apply policies and laws to everyday work situations and to conduct correspondence on routine and non-routine matters.

Ability to plan, lay out, assign, direct and review work of others and to maintain harmonious relationships with staff, subordinates and the general public.

Ability to understand and carry out effectively, complex oral and/or written instructions and to speak and answer questions in a clear, concise manner.

#### QUALIFICATIONS

Four (4) years secretarial experience. An academic year of business school or a year of college may be substituted for one year of the required experience.

Note: Applicants with one year of secretarial experience in addition to the minimum required may be appointed at step 2.

Applicants with two years of secretarial experience in addition to the minimum required may be appointed at step 3.

The class specification which appears above is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class and should not be interpreted to describe all of the duties performance of which may be required of employees holding a position assigned to this class.



3.6 Other Applicable State Statutes and Administrative Rules Relating to  
Functions of the Ohio EPA

## CHAPTER 1509

### OIL AND GAS

- 1509.01 Definitions
- 1509.02 Division of oil and gas
- 1509.03 Rules and regulations; enforcement
- 1509.04 Duties of oil and gas well inspector; prosecution of violations
- 1509.05 Permit for drilling, reopening or plugging back a well
- 1509.051 Liquid disposal permit
- 1509.06 Application for permit
- 1509.07 Bond required for permit
- 1509.071 Procedure on failure to comply with plugging requirements
- 1509.08 Drilling well, etc., in coal bearing township; drilling, etc., near mining operation
- 1509.081 Approval of application for liquid disposal permit; suspension or cancellation; appeal
- 1509.09 Location of well; procedure for change
- 1509.10 Log of drilling to be filed with division of oil and gas; contents
- 1509.11 Statement of production
- 1509.12 Defective casing or tubing; plugging unproductive wells, abandoned wells, exception
- 1509.13 Permit for plugging and abandoning well; contents of application
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- 1509.40 Construction as to limitation of production
- 1509.41 Anti-trust provision
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#### 1509.01 Definitions.

As used in sections 1509.01 to 1509.99, inclusive, of the Revised Code:

(A) "Well" means any borehole, whether drilled or bored, within the state, for production, extraction, or injection of any gas or liquid mineral, excluding potable water to be used as such, but including natural or artificial brines and oil field waters, sewage, and any liquid used in or resulting from any process or industry, manufacture, trade, business, or agriculture.

(B) "Oil" means crude petroleum oil and all other hydrocarbons, regardless of gravity, that are produced in liquid form by ordinary production methods, but does not include hydrocarbons that were originally in a gaseous phase in the reservoir.

(C) "Gas" means all natural gas and all other fluid hydrocarbons not defined above as oil, including condensate.

(D) "Condensate" means liquid hydrocarbons that were originally in the gaseous phase in the reservoir.

(E) "Pool" means an underground reservoir containing a common accumulation of oil or gas, or both, but does not include a gas storage reservoir. Each zone of a geological structure that is completely separated from any other zone in the same structure may contain a separate pool.

(F) "Field" means the general area underlaid by one or more pools.

(G) "Drilling unit" means the minimum acreage on which one well may be drilled, but does not apply to a well for injecting gas into or removing gas from a gas storage reservoir.

(H) "Waste" includes:

(1) Physical waste, as such term is generally understood in the oil and gas industry;

(2) Inefficient, excessive, or improper use, or the unnecessary dissipation of, reservoir energy;

(3) Inefficient storing of oil or gas;

(4) Locating, drilling, equipping, operating, or producing an oil or gas well in a manner that reduces or tends to reduce the quantity of oil or gas ultimately recoverable under prudent and proper operations from the pool into which it is drilled, or that causes or tends to cause unnecessary or excessive surface loss or destruction of oil or gas;

(5) Other underground or surface waste in the production or storage of oil, gas, or condensate, however caused.

(I) "Correlative rights" means the reasonable opportunity to every person entitled thereto to recover and receive the oil and gas in and under his tract or tracts, or the equivalent thereof, without having to drill unnecessary wells or incur other unnecessary expense.

(J) "Tract" means a single, individually taxed parcel of land appearing on the tax list.

(K) "Owner," unless referring to a mine, means the person who has the right to drill on a tract or drilling unit and to drill into and produce from a pool and to appropriate the oil or gas that he produces therefrom either for himself or for others.

(L) "Royalty interest" means the fee holder's interest in the production from a well, usually one-eighth of the gross production.

(M) "Discovery well" means the first well capable of producing oil or gas in commercial quantities from a pool.

(N) "Prepared clay" means a clay which is plastic and is thoroughly saturated with fresh water to a weight and consistency great enough to settle through salt water in the well in which it is to be used, except as otherwise approved by the chief of the division of oil and gas.

(O) "Rock sediment" means the combined cutting and residue from drilling sedimentary rocks and formation.

(P) "Excavations and workings," "mine," and "pillar" have the meaning set forth in section 4151.01 of the Revised Code.

(Q) "Coal bearing township" means a township designated as such by the chief of the division of mines under section 4151.11 of the Revised Code.

(R) "Gas storage reservoir" means a continuous area of a subterranean porous sand or rock stratum or strata into which gas is or may be injected for the purpose of storing it therein and removing it therefrom, and includes a gas storage reservoir as defined in division (A) of section 4161.01 of the Revised Code. (132 v S 226. Eff. 6-26-67. 131 v H 234)

#### 1509.02 Division of oil and gas.

There is hereby created in the department of natural resources the division of oil and gas, which shall be

administered by the chief of the division of oil and gas.

The chief shall not hold any other public office, nor shall he be engaged in any occupation or business which might interfere with or be inconsistent with his duties as chief.

All moneys collected by the chief pursuant to the provisions of sections 1509.06 and 1509.13 of the Revised Code shall be deposited by him with the treasurer of state to the credit of the general revenue fund. (132 v H 310. Eff. 12-1-67. 131 v H 234)

#### 1509.03 Rules and regulations; enforcement.

The chief of the division of oil and gas shall make, adopt, repeal, rescind, and amend, in accordance with sections 119.01 to 119.13, inclusive, of the Revised Code, rules and regulations for the administration, implementation, and enforcement of Chapter 1509. of the Revised Code.

Any orders authorized or notices required to be made by the chief pursuant to Chapter 1509. of the Revised Code shall be made in compliance with the provisions of sections 119.01 to 119.13, inclusive, of the Revised Code, except that personal service may be used in lieu of service by mail. Every order authorized in Chapter 1509. of the Revised Code and described as such shall be considered an adjudication order for purposes of sections 119.01 to 119.13, inclusive, of the Revised Code.

Where notice to the owners is required by Chapter 1509. of the Revised Code such notice shall be given as prescribed by a regulation adopted by the chief to govern the giving of notices. Such regulation shall provide for notice by publication except in those cases where other types of notice are necessary in order to meet the requirements of the law.

The chief or any inspector designated by him may at any time go upon lands, public or private, for the purpose of administration or enforcement of Chapter 1509. of the Revised Code, or the rules, regulations, or orders made thereunder. No person shall prevent or hinder the chief or an inspector in the performance of his duties. (132 v H 310. Eff. 12-1-67. 131 v H 234)

#### Annotations from former RC 4159.031

A permit fee required for the drilling of oil and gas cannot exceed an amount reasonably necessary to defray the cost of issuing the permit and of exercising proper police regulation, and such fees may be used for these purposes only. 1964 OAG 1178.

In determining whether 10 acres has been obtained under a single lease for a unitized lease, the area in a city or village street may be included in arriving at the total acreage where the street either abuts the other lands or where the other lands are on both sides of the street, and in such case it is not necessary that the city or village join in said lease. 1964 OAG 1178.

The rules and regulations of the chief of the division of mines constitute general laws within the meaning of Ohio Constitution, Art XVIII, § 3. 1964 OAG 1178.

Under comprehensive zoning regulations drilling for oil and gas may be prohibited in certain areas, if reasonably necessary for the protection of public health, safety and general welfare. 1964 OAG 1178.

Counties and townships may control the drilling for gas and oil and the production of gas and oil through comprehensive zoning regulations so long as such zoning regulations do not conflict with state statutes on the subject or with administrative rules or regulations. 1964 OAG 1178.

Municipal corporations may enact local police regulations for the regulation of drilling for gas and oil and the production of gas and oil so long as such regulations do not conflict with general laws. 1964 OAG 1178.

#### 1509.04 Duties of oil and gas well inspector; prosecution of violations.

The oil and gas well inspectors shall, under the supervision of the chief of the division of oil and gas, enforce the provisions of Chapter 1509. of the Revised Code and the rules, regulations, and orders issued pursuant thereto.

The chief may apply to the court of common pleas

in the county in which any of the provisions of Chapter 1509. of the Revised Code or any rules, regulations, or orders issued pursuant to Chapter 1509. of the Revised Code are being violated for a temporary or permanent injunction restraining any person from such violation. (131 v H 234. Eff. 10-15-65)

#### 1509.05 Permit for drilling, reopening or plugging back a well.

No person shall drill a new well, drill an existing well any deeper, reopen a well, or plug back a well to a source of supply different from the existing pool, without having a permit to do so issued by the chief of the division of oil and gas, and until the original permit or a photostatic copy thereof is posted or displayed in a conspicuous and easily accessible place at the well site. The permit or a photostatic copy thereof shall be continuously displayed in such manner at all times during the work authorized by the permit.

Such permit shall be issued by the chief in accordance with the provisions of Chapter 1509. of the Revised Code. The chief may by rule establish a period of time from date of issue during which permits will be valid. (131 v H 234. Eff. 10-15-65)

#### Penalty, 1509.99

#### 1509.051 Liquid disposal permit.

No person shall use a well for the injection of sewage or any liquid used in or resulting from any process of industry, manufacture, trade, business, or agriculture, without having a liquid disposal permit issued by the chief of the division of oil and gas, and the original permit or a true copy thereof displayed in a conspicuous and easily accessible place at the well site.

A permit to drill a new well, drill an existing well deeper, or to reopen a well, is a liquid disposal permit if the permit was issued in satisfaction of the requirements of section 1509.081 of the Revised Code, or if a permit authorizing such use has been issued under section 1509.21 of the Revised Code, or if such use is approved by the chief under section 1509.22 of the Revised Code. (132 v S 226. Eff. 6-26-67)

#### Penalty, 1509.99

#### 1509.06 Application for permit.

An application for a permit to drill a new well, drill an existing well deeper, reopen a well, plug back a well to a different source of supply, or use a well for injection of a liquid for which a permit is required by section 1509.051 of the Revised Code, shall be filed with the chief of the division of oil and gas upon such form as the chief prescribes and shall contain the following information:

- (A) The name and address of the owner;
- (B) The signature of the owner or his authorized agent. When an authorized agent signs an application it shall be accompanied by a certified copy of his appointment as such agent.
- (C) The names and addresses of all persons holding the royalty interest in the tract upon which the well is to be drilled or within a proposed drilling unit;
- (D) The location of the tract or drilling unit on which the well is to be drilled identified by section or lot number, city, village, township, and county;
- (E) Designation of well by name and number;
- (F) The geological formation to be tested or used and the proposed total depth of the well;
- (G) The type of drilling equipment to be used;
- (H) The name and address of the corporate surety and the identifying number of the bond;
- (I) The plan for disposal of water and other waste substances resulting, obtained, or produced in connection with exploration, drilling, or production of oil or gas.

(J) If the well is for the injection of a liquid, identity of the geological formation to be used as the injection medium and the composition of the liquid to be injected.

Each such application shall be accompanied by a map, on a scale not smaller than four hundred feet to the inch, prepared by an Ohio registered surveyor, showing the location of such well and containing such other data as may be prescribed by the chief. If the well is or is to be located within the excavations and workings of a mine the map shall also include the location of such mine, the name of the mine, and the name of the person operating the mine.

Each application to drill or reopen a well, except a well drilled or reopened for purposes of section 1509.22 of the Revised Code, shall also be accompanied by a fee of thirty-five dollars for a well two thousand feet or more in depth, or twenty dollars for a well less than two thousand feet in depth or for a well for injecting gas into or removing gas from an underground gas storage reservoir. If for any reason the permit is denied, such fee shall be returned to the applicant. (132 v S 226, Eff. 6-26-67. 131 v H 234)

Penalty, 1509.99

Annotations from former RC 4159.04

A permit fee required for the drilling of oil and gas cannot exceed an amount reasonably necessary to defray the cost of issuing the permit and of exercising proper police regulation, and such fees may be used for these purposes only. 1964 OAG 1178.

#### 1509.07 Bond required for permit.

An owner before being issued a permit under section 1509.05 of the Revised Code shall execute and file with the division of oil and gas a surety bond conditioned on compliance with the plugging requirements of section 1509.12 and the permit provisions of section 1509.13 of the Revised Code and all rules, regulations, and orders of the chief of the division of oil and gas relating thereto, in an amount set by rule of the chief.

In lieu of such bond, the chief may accept proof of financial responsibility consisting of a sworn financial statement showing a net financial worth within this state equal to twice the amount of the bond for which it substitutes and, as may be required by the chief, a list of producing properties of the owner within this state or such other evidence showing ability and intent to comply with the law and regulations concerning plugging as may be required by regulation of the chief. The chief may at any time require updating of the documents filed and shall, upon determining that an owner for whom the chief has accepted proof of financial responsibility in lieu of bond cannot demonstrate financial responsibility, order that the owner execute and file a bond as required by this section for the wells specified in the order within ten days of receipt of the order. If the order is not complied with, all wells of the owner which are specified in the order and for which no bond is filed, shall be plugged. No owner shall fail or refuse to plug such a well. Each day on which such a well remains unplugged thereafter constitutes a separate offense.

The surety bond provided for in this section shall be executed by a surety company authorized to do business in this state.

The chief shall not approve any bond until it is personally signed and acknowledged by both principal and surety, or as to either by his attorney in fact, with a certified copy of the power of attorney attached thereto. The chief shall not approve such bond unless there is attached a certificate of the superintendent of insurance that the company is authorized to transact a fidelity and surety business in this state.

All bonds shall be given in a form to be prescribed by the chief and shall run to the state as obligee.

This section does not apply to a well for injecting gas into or removing gas from an underground gas storage

reservoir.

(1969 H 1. Eff. 3-18-69. 132 v H 310; 131 v H 234)

Penalty, 1509.99

#### 1509.071 Procedure on failure to comply with plugging requirements.

When the chief of the division of oil and gas finds that an owner has failed to comply with the plugging requirements of section 1509.12 or the permit provisions of section 1509.13 of the Revised Code or the rules, regulations, and orders relating thereto he shall make a finding of such fact and declare any surety bond filed to insure compliance with such sections, rules, and regulations forfeited in the amount set by rule of the chief. The chief shall thereupon certify the total forfeiture to the attorney general who shall proceed to collect the amount thereof.

In lieu of total forfeiture, the surety, at its option, may cause the well to be properly plugged and abandoned or pay to the treasurer of state the cost thereof.

All moneys collected on account of forfeitures of bonds as provided in this section shall be held by the treasurer of state in a fund hereby created and designated as the "oil and gas well plugging fund." Such fund shall be expended by the chief to plug wells for which such bonds have been forfeited.

Expenditures from the oil and gas well plugging fund shall be made only for the purpose of plugging wells and pursuant to contracts entered into by the chief with persons who agree to furnish all of the materials, equipment, work, and labor as specified and provided in such contract.

(1969 H 1. Eff. 3-18-69. 132 v H 310)

**IS 1509.08.11 § 1509.081** Issuance, suspension, or revocation of liquid disposal permit; appeal.

Upon receipt of an application for a permit to drill a new well, drill an existing well deeper, reopen a well, or use a well for injection of a liquid for which a permit is required by section 1509.051 [1509.05.1] of the Revised Code, other than one which comes within the requirements of section 1509.21 or 1509.22 of the Revised Code, the chief of the division of oil and gas shall determine whether the proposed injection would present an unreasonable risk that waste or contamination of oil or gas in the earth will occur. If he determines such risk to exist, he shall make an order rejecting the application. If he determines such risk not to exist, he shall transmit copies of the application and the map required by section 1509.06 of the Revised Code to the director of environmental protection, the chief of the division of geological survey, and, if so required by section 1509.08 of the Revised Code, to the chief of the division of mines.

The chief of the division of geological survey shall approve the application unless he determines that the proposed injection would present an unreasonable risk of loss or damage to valuable mineral resources.

The director of environmental protection shall approve the application if he determines that the proposed injection will not cause pollution as defined in division (A) of section 6111.01 of the Revised Code.

Upon approval by the director of environmental protection, the chief of the division of geological survey, and by the chief of the division of mines if required by section 1509.08 of the Revised Code, the chief of the division of oil and gas shall issue a liquid disposal permit with such conditions as may be necessary to protect health, safety, or the conservation of natural resources, including all conditions appended by the director of environmental protection.

If the chief is unable to obtain the required approvals, he shall issue an order denying the application. In an appeal from such an order where the application was denied because of lack of approval by an agency or agencies other than the division of oil and gas, the appeal shall be taken under section 119.12 of the Revised Code as if the order had been made by the agency whose approval is lacking.

The chief of the division of oil and gas may adopt rules and regulations for the administration and implementation of this section as may be necessary to protect health, safety, or the conservation of natural resources.

The chief may order that a liquid disposal permit be suspended and that operations cease if he determines that the well is being operated in violation of law, regulation, order, or condition of the permit. Upon service of a copy of the order upon the permit holder, his agent, or assignee, the permit and operations thereunder shall be immediately suspended without prior hearing, and shall remain suspended until the violation is corrected and the order of suspension is lifted. If a violation is the second within a one-year period, the chief may, after hearing, revoke the permit.

The chief may order that a liquid disposal permit be suspended and that operations cease if he has reasonable cause to believe that the permit would not have been issued if information available at the time of suspension had been available at the time a determination was made by one of the agencies acting under authority of this section. Upon service of a copy of the order upon the permit holder, his agent, or assignee, the permit and operations thereunder shall be immediately suspended without prior hearing, but a permit may not be suspended for such reason without prior hearing unless immediate suspension is necessary to prevent waste or contamination of oil or gas, pollution as defined in division (A) of section 6111.01 of the Revised Code, damage to valuable mineral resources, or danger to human life or health. If [.] after hearing [.] the chief determines that the permit would not have been issued if the information available at the time of the hearing had been available at the time a determination was made by one of the agencies acting under authority of this section, he shall revoke the permit.

A revocation of permit shall not prejudice the right of the holder to obtain another permit. When a permit has been revoked, the permit holder or other person responsible therefor shall immediately plug the well.

In an appeal from an order of suspension or revocation where the order was made because of objection of an agency or agencies named in this section other than the division of oil or gas, the appeal shall be taken under section 119.12 of the Revised Code as if the order had been made by the agency upon whose objection the order was based.

HISTORY: 192 v § 225 (EF 6-26-67); 193 v H 1 (EF 3-12-69); 194 v § 397, EF 10-23-72.

Style deviations in this section were corrected by HB 1 (193 v —). No change in the meaning of the law was intended; see RC § 1.29.



that the permit would not have been issued if the information available at the time of the hearing had been available at the time a determination was made by one of the agencies acting under authority of this section, he shall revoke the permit.

A revocation of permit shall not prejudice the right of the holder to obtain another permit. When a permit has been revoked, the permit holder or other person responsible therefor shall immediately plug the well.

In an appeal from an order of suspension or revocation where the order was made because of objection of an agency or agencies named in this section other than the division of oil or gas, the appeal shall be taken under section 119.12 of the Revised Code as if the order had been made by the agency upon whose objection the order was based.

(1969 H 1. Eff. 3-18-69. 132 v S 226)

Penalty, 1509.99

#### 1509.09 Location of well; procedure for change.

A well may be drilled under a permit only at the location designated on the map required in section 1509.06 of the Revised Code. The location of a well may be changed after the issuance of a permit only with the approval of the chief of the division of oil and gas and, if the well is located in a coal bearing township, with the approval of the chief of the division of mines the same as required in section 1509.03 of the Revised Code for the application for a permit to drill a well. If a permittee requests a change of location he shall return the original permit and file an amended map indicating the proposed new location.

Drilling shall not be commenced at a new location until the original permit bearing a notation of approval by the chief is posted at the well site. (131 v H 234. Eff. 10-15-65)

Penalty, 1509.99

#### 1509.10 Log of drilling to be filed with division of oil and gas; contents.

Any person drilling within the state shall, within thirty days after the completion of the well, file with the division of oil and gas an accurate log designating:

- (A) The purpose for which the well was drilled;
- (B) The character, depth, and thickness of geological formations encountered, including fresh water, coal seams, mineral beds, brine, and oil and gas bearing formations;
- (C) The length in feet of the various sizes of casing and tubing used in drilling the well, the amount removed after completion, the type and setting depth of each packer, and all other data relating to mudding in the annular space behind such casing or tubing, indicating completion as a dry, gas, oil, combination oil and gas, brine, or artificial brine well;
- (D) The elevation above mean sea level of the point from which the depth measurements were made, stating also the height of the point above ground level at the well.

The log shall be submitted in duplicate. The first copy shall be retained as a permanent record in the files of the division, and the second copy shall be transmitted by the chief of the division of oil and gas to the division of geological survey.

Any electric log, or radioactivity log, or other geophysical log, if made in connection with the well shall be filed with the division and the chief shall transmit such logs to the division of geological survey. Such logs may be retained by the owner for a period of not more than six months, or such additional time as may be granted by the chief in writing, after the completion of the well substantially to the depth shown in the application required by section 1509.06 of the Revised Code.

Upon request in writing by the chief of the division of geological survey prior to the beginning of drilling of

the well, the person drilling the well shall make available a complete set of cuttings accurately identified as to depth.

The form of the log required by this section shall be one which has been approved by the chief of the division of oil and gas and the chief of the division of geological survey. The filing of a log as required by this section fulfills the requirement of filing a log with the chief of the division of geological survey in section 1505.04 of the Revised Code. (131 v H 234. Eff. 10-15-65)

Penalty, 1509.99

#### 1509.11 Statement of production.

The owner of any well producing or capable of producing oil or gas shall file with the chief of the division of oil and gas, on or before the first of March, a statement of production for the last preceding calendar year in such form as the chief may prescribe. (131 v H 234. Eff. 10-15-65)

Penalty, 1509.99

#### 1509.12 Defective casing or tubing; plugging unproductive wells, abandoned wells, exception.

No owner of any well shall permit defective casing or tubing in such well to leak fluids or gas which may cause damage to other permeable strata. Upon notice from the chief of the division of oil and gas, such owner shall immediately repair such tubing or casing or plug and abandon such well.

Unless written permission is granted by the chief, any well which is or becomes incapable of producing oil or gas in commercial quantities shall be plugged, but no well shall be required to be plugged under this section which is being used to produce oil or gas for domestic purposes, or which is being lawfully used for a purpose other than production of oil or gas. When the chief finds that a well should be plugged, he shall notify the owner to that effect by order in writing and shall specify in such order a reasonable time within which to comply. No owner shall fail or refuse to plug a well within the time specified in the order. Each day on which such a well remains unplugged thereafter constitutes a separate offense.

Where the plugging method, as outlined in sections 1509.01 to 1509.19, inclusive, of the Revised Code, cannot be applied or if applied would be ineffective in carrying out the protection which the law is meant to give, the oil and gas well inspector or, if the well is located in a coal bearing township, the gas storage well inspector may designate the method of plugging to be used. The abandonment report shall show the manner in which the well was plugged.

In case of oil or gas wells abandoned prior to September 1, 1951, the board of county commissioners of the county in which such wells are located may submit to the electors of the county the question of establishing a special fund, by special levy, bond issue, or out of current funds, which shall be approved by a majority of the electors voting upon such question for the purpose of plugging such wells. The fund shall be administered by the board and the plugging of oil and gas wells shall be under the supervision of the chief of the division of oil and gas, and the board shall let contracts for such purpose, provided that such fund shall not be used for the purpose of plugging oil or gas wells which were abandoned subsequent to September 1, 1951.

(1969 H 1. Eff. 3-18-69. 132 v H 310; 131 v H 234)

Penalty, 1509.99

#### 1509.13 Permit for plugging and abandoning well; contents of application.

No person shall plug and abandon a well without having a permit to do so issued by the chief of the division of oil and gas. Such permit shall be issued by the chief

in accordance with the provisions of Chapter 1509. of the Revised Code, and upon application by the owner for a permit to plug and abandon as many days in advance as will be necessary for an oil and gas well inspector, or, if the well is located in a coal bearing township, the gas storage well inspector or a deputy mine inspector to be present at such plugging. Such application shall be filed with the chief of the division of oil and gas upon such form as the chief prescribes and shall contain the following information:

- (A) The name and address of the owner;
- (B) The signature of the owner or his authorized agent. When an authorized agent signs an application it shall be accompanied by a certified copy of his appointment as such agent.
- (C) The location of the well identified by section or lot number, city, village, township, and county;
- (D) Designation of well by name and number;
- (E) The total depth of the well to be plugged;
- (F) The date and amount of last production from the well;
- (G) Such other data as the chief may require.

If oil or gas has been produced from the well, the application shall be accompanied by a fee of twenty dollars. If a new dry well has been drilled in accordance with law, the application may be filed with and the permit issued by an oil and gas well inspector, or, if the well is located in a coal bearing township, the gas storage well inspector or a deputy mine inspector so that such well can be plugged and abandoned without undue delay. No well located outside a coal bearing township shall be plugged and abandoned without an oil and gas well inspector present unless permission has been granted by the chief of the division of oil and gas, and no well located within a coal bearing township shall be plugged and abandoned without the gas storage well inspector or a deputy mine inspector present unless permission has been granted by the chief of the division of mines. The owner of the well shall give written notice at the same time to the owner of the land upon which the well is located, the owners or agents of adjoining land, adjoining well owners or agents, and if such well penetrates or passes within one hundred feet of the excavations and workings of a mine to the owner or lessee of such mine, of his intention to abandon the well, and of the time when he will be prepared to commence plugging the same.

This section does not apply to a well plugged or abandoned in compliance with section 4161.05 of the Revised Code. (131 v H 234. Eff. 10-15-65)

Penalty, 1509.99

#### 1509.14 Report of abandonment of well.

Any person who abandons a well, when written permission has been granted by the chief of the division of oil and gas or the chief of the division of mines to abandon and plug such well without an inspector being present to supervise the plugging, shall make a written report of such abandonment to the chief who granted such permission. The report shall include the following:

- (A) The date of abandonment;
- (B) The name of the owner or operator of such well at the time of abandonment and his post-office address;
- (C) The location of such well as to township and county and the name of the owner of the surface upon which such well is drilled, with the address thereof;
- (D) The date of the permit to drill;
- (E) The date when drilled;
- (F) Whether such well has been mapped;
- (G) The depth of the well;
- (H) The depth of the top of the formation to which the well was drilled;
- (I) The depth of each seam of coal drilled through;
- (J) A detailed report as to how such well was plugged, giving in particular the manner in which the coal and

various formations were plugged, and the date of the plugging of such well, including therein the names of those who witnessed the plugging of the well.

Such report shall be signed by the owner or operator agent thereof who abandons and plugs such well and verified by the oath of the party so signing. For the purposes of this section the oil and gas well inspectors, gas storage well inspectors, or deputy mine inspectors may take acknowledgments and administer oaths to the parties signing such report. (131 v H 234. Eff. 10-15-65)

Penalty, 1509.99

#### 1509.15 Method of plugging abandoned wells.

When any well is to be abandoned, it must first be plugged by filling the hole with rock sediment or properly prepared clay to a point above the oil or gas sand or rock formation. There shall then be placed or driven on top of the sediment or clay one or more seasoned wooden plugs or a lead plug as the case may require and such plug or plugs shall be placed or driven in such a manner that the same shall be at the top of the oil, gas, or rock formation, and will prevent the escape of gas or oil and will prevent water or destructive matter entering the oil or gas, sand or rock formation. Such hole shall be filled at least one hundred feet above such plug or plugs or filled to the lowest casing seat with rock sediment or clay and such material used for such filling shall be properly prepared. After the first string of casing has been withdrawn from such well, a wooden plug or iron ball of sufficient size shall be placed upon the casing seat and at least fifty feet of rock sediment or properly prepared clay placed upon such wooden plug or iron ball.

Wells shall be plugged and abandoned in accordance with sections 1509.01 to 1509.19, inclusive, of the Revised Code, and any additional rules and regulations deemed necessary by the chief of the division of oil and gas to obtain proper protection of all formations of economic value.

In the abandonment and plugging of wells located in congested areas, where the plugging method, as outlined in such sections, cannot be applied or, if applied, would be ineffective in carrying out the protection which the law is meant to give, the chief may designate the method of plugging to be used. He may also require the installation of casing and vent pipe to provide additional safety to the surrounding area. The abandonment report shall show the manner in which the well was plugged. (132 v H 1. Eff. 2-21-67. 131 v H 234)

Penalty, 1509.99

#### 1509.16 Plugging and abandonment of well passing through potable water stratum.

If any well has passed through a stratum bearing potable water, it shall, when it is abandoned, be plugged by bridging the hole a minimum of fifty feet below all potable water stratum and filling it to the surface with properly prepared clay or rock sediment. Where there are two or more fresh water strata, a bridge shall be set below the lowest fresh water stratum, and filling shall be continued to a point as specified in this section. (131 v H 234. Eff. 10-15-65)

Penalty, 1509.99

#### 1509.17 Well shall be encased; withdrawal of casing.

Any person who drills a well shall, before drilling into the principal or major producing formation therein, encase such well with good and sufficient wrought iron or steel casing so as to exclude all surface, fresh, or salt water from any part of such well penetrating the oil or gas bearing sand or rock or fresh water strata. The method of placing such casing shall be approved by the

chief of the division of oil and gas, and shall be in accord with the most approved method used in the operation of such type of well. The chief may, in lieu of the casing method outlined in this section, accept adequate mudding methods with prepared clay in the annular space behind such casing in sufficient quantities to shut off all gas or oil and which will exclude all surface, fresh, or salt water from any part of such well penetrating the oil, gas, or mineral bearing formation, or fresh water strata.

Written approval from the chief is required in each case. In the operation of a gas well, it is permissible, with the written consent of the chief, to withdraw all casing in such well, leaving only the tubing and the packer therein, provided that such well is filled with prepared clay from the top of such packer to the surface, as each succeeding string of casing in such well is withdrawn. When the well penetrates the excavations of a mine, the casing shall remain intact as provided in section 1509.18 of the Revised Code and be plugged and abandoned in accordance with section 1509.19 of the Revised Code.

When a well is to be abandoned which has been completely filled with prepared clay around the tubing from the top of the packer to the surface, it shall be optional to use the following methods:

(A) The hole shall be filled through the tubing from the bottom to the ground surface with prepared clay, and such tubing shall remain intact and all fluid shall be removed from the hole before filling is begun.

(B) The tubing shall be parted immediately above the packer and then filled to the surface with prepared clay through the tubing as it is withdrawn from the well. (131 v H 234. Eff. 10-15-65)

Penalty, 1509.99

#### 1509.18 Procedure when well penetrates excavation of mine.

Any person who drills a well within the limits of a mining operation shall give consideration for the safety of the men working in such mine, and, if possible, shall locate such well so as to penetrate a pillar.

If a well is to be drilled within the limits of a mining operation which may penetrate the excavation of a mine, the hole shall be reduced approximately fifteen feet above the roof of the mine. If roof conditions at the mine warrant, the hole shall be reduced in the rock formation immediately above such mine, and a string of casing placed upon the shoulder so as to shut off all water, then drilling shall be continued to a point approximately thirty feet below the floor of the mine and another string of casing set. Both strings of casing shall be approximately the same diameter as the diameter of the hole.

If no water is encountered between the bottom of the drive pipe and the approximate casing shoulder above the roof of such mine, in lieu of the casing method outlined above, it is permissible to use the following casing method: the hole shall be drilled thirty feet below the floor of the mine and a string of casing shall be extended from the surface to a point thirty feet below the floor of the mine with a packer of sufficient size attached to such string of casing. Such packer shall be placed so that it will be below all water and will be located in the rock formation immediately above such mine and shall prevent water or destructive matter from entering therein. Then the annular space above such packer between the casing and well wall shall be filled with prepared clay a minimum distance of fifty feet.

If a well is drilled within the limits of a mining operation and does not penetrate the excavations of a mine, the hole shall be reduced thirty feet below the coal or mineral which is being mined and a string of casing placed at this point. The annular space behind such

casing shall be filled with neat cement from the casing seat to a point not less than fifty feet above such seam of coal or mineral which is being mined. The packer method, outlined in this section, is also permissible in this type of well.

It is permissible to attach a release coupling or a right and left nipple to the string of casing that extends through the mine, but such release coupling or right and left nipple shall be placed in such a manner that it is above the packer or at least twenty feet above the coal or mineral that is being mined.

In wells penetrating the excavation of a mine, the casing shall be enclosed, if possible, with a column extending from the floor to the roof of such mine, built of brick or other suitable material, subject to the approval of the chief of the division of mines. If the chief of the division of mines finds the method prescribed in this section unsafe, inadequate, or not suitable, he shall require such method to be altered in such manner that it will be safe. (131 v H 234. Eff. 10-15-65)

Penalty, 1509.99

#### 1509.19 Plugging and abandonment of well passing through coal or mineral veins.

If any well has passed through a vein or seam of coal or mineral, it shall, when it is abandoned, be plugged by driving a seasoned wooden plug to a point fifty feet below the lowest seam of coal or mineral, and filling the hole with properly prepared clay or rock sediment to a point at least twenty feet above this seam of coal or mineral at which point another wooden plug shall be placed and the hole filled for a distance of thirty feet with properly prepared clay or rock sediment. If there is more than one seam of coal or mineral, the next seam above must be plugged off in like manner. When any well which has been drilled is to be abandoned and has passed through the excavations of any mine, the person owning such well shall leave the casing in it from a point thirty feet below the floor of such mine to a point at least fifteen feet above the roof of such mine or to the rock above the seam if roof conditions at such mine warrant the extension thereto. A seasoned wooden plug shall be driven to a point at least one hundred feet below the floor of such mine and the hole above such plug, together with the casing left in, which extends through the mine, shall be filled with properly prepared concrete; then a seasoned wooden plug shall be driven on top of such casing, and the hole filled with properly prepared concrete for a distance of not less than twenty feet. (131 v H 234. Eff. 10-15-65)

Penalty, 1509.99

#### 1509.20 Waste of oil or gas to be prevented.

All owners, lessees, or their agents, drilling for or producing crude oil or natural gas, shall use every reasonable precaution in accordance with the most approved methods of operation to stop and prevent waste of oil or gas, or both. Any well productive of natural gas in quantity sufficient to justify utilization shall be utilized or shut in within ten days after completion.

The owner of any well producing both oil and gas may burn such gas in flares when the gas is lawfully produced and there is no economic market at the well for the escaping gas. (131 v H 234. Eff. 10-15-65)

Penalty, 1509.99

#### 1509.21 Permit to conduct secondary recovery operations.

The owner of a tract may apply to the chief of the division of oil and gas for a permit to conduct secondary or additional recovery operations using any method approved by the chief. Such permit shall be in addition to any permit required by section 1509.05 of the Revised Code. Secondary recovery operations shall be con-

ducted in accordance with such rules, regulations, or orders of the chief as are necessary for protection of the public health and safety or conservation of natural resources. (131 v H 234. Eff. 10-15-65)

Penalty, 1509.99

#### 1509.22 Contamination of surface or underground water prohibited.

Contamination of surface or underground water by substances resulting, obtained, or produced in connection with exploration, drilling, or producing of oil or gas is prohibited, and the chief of the division of oil and gas shall adopt such rules and regulations relating thereto as may be necessary for protection of the public health and safety or conservation of natural resources. All water produced from a well shall be injected into an underground formation approved by the chief, or disposed of by an alternative method or methods approved by the chief. (131 v H 234. Eff. 10-15-65)

Penalty, 1509.99

#### 1509.23 Rules and regulations as to safety practices.

Rules and regulations of the chief of the division of oil and gas may include rules and regulations specifying safety practices to be followed in the drilling of wells and production of oil and gas, including specification of devices, distances, and methods of operation to safeguard against hazards to life, limb, and property. (131 v H 234. Eff. 10-15-65)

#### 1509.24 Rules and regulations as to minimum acreage and minimum distance requirements.

The chief of the division of oil and gas, with the approval of the technical advisory council on oil and gas created in section 1509.38 of the Revised Code, may establish, amend, modify, or rescind rules and regulations relative to minimum acreage requirements for drilling units, and minimum distances from which a new well may be drilled or an existing well deepened, plugged back, or reopened to a source of supply different from the existing pool from boundaries of tracts, drilling units, other wells, and from streets, roads, highways, railroad tracks, and buildings for the purpose of conserving oil and gas reserves and the safety of persons. Rules and regulations made pursuant to this section and special orders made under section 1509.25 of the Revised Code shall apply only to new wells to be drilled or existing wells to be deepened, plugged back, or reopened to a source of supply different from the existing pool for the purpose of extracting oil or gas in their natural state. (132 v H 310. Eff. 12-1-67. 131 v H 234)

#### 1509.25 Procedure for adoption of special order for drilling unit requirements.

The chief of the division of oil and gas, upon his own motion or upon application of an owner, may hold a hearing to consider the need or desirability of adopting a special order for drilling unit requirements in a particular pool different from those established under section 1509.24 of the Revised Code. The chief shall notify every owner of land within the area proposed to be included within the order, of the date, time, and place of the hearing and the nature of the order being considered at least thirty days prior to the date of hearing. Each application for such an order shall be accompanied by such information as the chief may request. If the chief finds that the pool can be defined with reasonable certainty, that the pool is in the initial state of development, and that the establishment of such different requirements for drilling a well on a tract or drilling unit in such pool is reasonably necessary to protect correlative rights or to provide effective development, use or conservation of oil and gas, the chief, with the writ-

ten approval of the technical advisory council on oil and gas created in section 1509.38 of the Revised Code, shall make a special order designating the area covered by the order, and specifying the acreage requirements for drilling a well on a tract or drilling unit in such area, which acreage requirements shall be uniform for the entire pool. The order shall specify minimum distances from the boundary of the tract or drilling unit for the drilling of wells and minimum distances from other wells and allow exceptions for wells drilled or drilling in a particular pool at the time of the filing of the application. The chief may exempt the discovery well from minimum acreage and distance requirements in the order. After the date of the notice for a hearing called to make such order, no additional well shall be commenced in the pool for a period of sixty days or until an order has been made pursuant to the application, whichever is earlier. The chief, upon his own motion or upon application of an owner, after hearing and with the approval of the technical advisory council on oil and gas may include additional lands determined to be underlain by a particular pool or to exclude lands determined not to be underlain by a particular pool, and may modify the spacing and acreage requirements of the order.

Nothing in this section shall permit the chief to establish drilling units in a pool by requiring the use of a survey grid coordinate system with fixed or established unit boundaries. (131 v H 234. Eff. 10-15-65)

#### 1509.26 Pooling of tracts to form a drilling unit.

The owners of adjoining tracts may agree to pool such tracts to form a drilling unit which conforms to the minimum acreage and distance requirements of the division of oil and gas under section 1509.24 or 1509.25 of the Revised Code. Such agreement shall be in writing, a copy of which shall be submitted to the division of oil and gas with the application for permit required by section 1509.05 of the Revised Code. Parties to the agreement shall designate one of their number as the applicant for such permit. (131 v H 234. Eff. 10-15-65)

"Selected Problems in Voluntary Pooling: A Suggested Rationale" by John L. Ashworth. 26 OSLJ 420 (1965).

#### 1509.27 Application for mandatory pooling order.

If a tract of land is of insufficient size or shape to meet the requirements for drilling a well thereon as provided in section 1509.24 or 1509.25 of the Revised Code, whichever is applicable, and the owner has been unable to form a drilling unit under agreement provided in section 1509.26 of the Revised Code, on a just and equitable basis, the owner of such tract may make application to the division of oil and gas for a mandatory pooling order.

Such application shall include such data and information as shall be reasonably required by the chief of the division of oil and gas and shall be accompanied by an application for permit as required by section 1509.05 of the Revised Code. The chief shall notify all owners of land within the area proposed to be included within the order of the filing of such application and of their right to a hearing if requested. After the hearing or after the expiration of thirty days from the date notice of application was mailed to such owners, the chief, if satisfied that the application is proper in form and that mandatory pooling is necessary to protect correlative rights or to provide effective development, use, or conservation of oil and gas, shall issue a drilling permit and a mandatory pooling order complying with the requirements for drilling a well as provided in section 1509.24 or 1509.25 of the Revised Code, whichever is applicable, which shall:

- (A) Designate the boundaries of the drilling unit within which the well shall be drilled;
- (B) Designate the proposed drilling site;
- (C) Describe each separately owned tract or part

thereof pooled by the order;

(D) Allocate on a surface acreage basis a pro rata portion of the production to the owner of each tract;

(E) Specify the basis upon which each owner shall share all reasonable costs and expenses of drilling and producing;

(F) Designate the person to whom the permit shall be issued.

If an owner does not elect to participate in the risk and cost of the drilling and operation, or operation, of a well, he may elect to be a nonparticipating owner in the drilling and operation, or operation, of the well, on a limited or carried basis upon terms and conditions determined by the chief to be just and reasonable. If one or more of the participating owners bear the costs of drilling, equipping, or operating a well for the benefit of a nonparticipating owner, as provided for in the pooling order, then such participating owner or owners shall be entitled to the share of production from the drilling unit accruing to the interest of such nonparticipating owner, exclusive of the royalty interest if the fee holder has leased his land to others, otherwise, one-eighth of his share of the production, until there has been received the share of costs charged to such nonparticipating owner plus such additional percentage of said share of costs as the chief shall determine. The total amount receivable hereunder shall in no event exceed double the share of costs charged to such nonparticipating owner.

If there is a dispute as to costs of drilling, equipping, or operating a well, the chief shall determine such costs.

In instances where a well is completed prior to the pooling of interests in a drilling unit under this section, the sharing of production and adjustment of the original costs of drilling, equipping, and completing the well shall be from the effective date of the mandatory pooling order.

From and after the date of a pooling order, all operation, including the commencement of drilling or the operating of or production from a well upon any tract or portion of the drilling unit, shall be deemed for all purposes the conduct of such operations upon and production from any lease or contract for lands any portion of which is included in the drilling unit. (132 v H 310, Eff. 12-1-67. 132 v H 1; 131 v H 234)

#### 1509.23 Unit operation of a pool.

(A) The chief of the division of oil and gas, upon his own motion or upon application by the owners of sixty-five percent of the land area overlying the pool, shall hold a hearing to consider the need for the operation as a unit of an entire pool or part thereof. An application by owners shall be accompanied by such information as the chief may request.

The chief shall make an order providing for the unit operation of a pool or part thereof if he finds that such operation is reasonably necessary to increase substantially the ultimate recovery of oil and gas, and the value of the estimated additional recovery of oil or gas exceeds the estimated additional cost incident to conducting such operation. The order shall be upon terms and conditions that are just and reasonable and shall prescribe a plan for unit operations that shall include:

(1) A description of the unitized area, termed the unit area;

(2) A statement of the nature of the operations contemplated;

(3) An allocation to the separately owned tracts in the unit area of all the oil and gas that is produced from the unit area and is saved, being the production that is not used in the conduct of operations on the unit area or not unavoidably lost. The allocation shall be in accord with the agreement, if any, of the interested parties. If there is no such agreement, the chief shall determine the value, from the evidence introduced at

the hearing, of each separately owned tract in the unit area, exclusive of physical equipment, for development of oil and gas by unit operations, and the production allocated to each tract shall be the proportion that the value of each tract so determined bears to the value of all tracts in the unit area.

(4) A provision for the credits and charges to be made in the adjustment among the owners in the unit area for their respective investments in wells, tanks, pumps, machinery, materials, and equipment contributed to the unit operations;

(5) A provision providing how the expenses of unit operations, including capital investment, shall be determined and charged to the separately owned tracts and how said expenses shall be paid;

(6) A provision, if necessary, for carrying or otherwise financing any person who is unable to meet his financial obligations in connection with the unit, allowing a reasonable interest charge for such service;

(7) A provision for the supervision and conduct of the unit operations, in respect to which each person shall have a vote with a value corresponding to the percentage of the expenses of unit operations chargeable against the interest of such person;

(8) The time when the unit operations shall commence, and the manner in which, and the circumstances under which, the unit operations shall terminate;

(9) Such additional provisions as are found to be appropriate for carrying on the unit operations, and for the protection or adjustment of correlative rights.

(B) No order of the chief providing for unit operations shall become effective unless and until the plan for unit operations prescribed by the chief has been approved in writing by those owners who, under the chief's order, will be required to pay at least sixty-five percent of the costs of the unit operation, and also by the royalty or, with respect to unleased acreage, fee owners of sixty-five percent of the acreage to be included in the unit. If the plan for unit operations has not been so approved by owners and royalty owners at the time the order providing for unit operations is made, the chief shall upon application and notice hold such supplemental hearings as may be required to determine if and when the plan for unit operations has been so approved. If the owners and royalty owners, or either, owning the required percentage of interest in the unit area do not approve the plan for unit operations within a period of six months from the date on which the order providing for unit operations is made, such order shall cease to be of force and shall be revoked by the chief.

An order providing for unit operations may be amended by an order made by the chief, in the same manner and subject to the same conditions as an original order providing for unit operations, provided:

(1) If such an amendment affects only the rights and interests of the owners, the approval of the amendment by the royalty owners shall not be required.

(2) No such order of amendment shall change the percentage for allocation of oil and gas as established for any separately owned tract by the original order, except with the consent of all persons owning interest in such tract.

The chief, by an order, may provide for the unit operation of a pool or a part thereof that embraces a unit area established by a previous order of the chief. Such order, in providing for the allocation of unit production, shall first treat the unit area previously established as a single tract, and the portion of the unit production so allocated thereto shall then be allocated among the separately owned tracts included in such previously established unit area in the same proportions as those specified in the previous order.

Oil and gas allocated to a separately owned tract shall be deemed, for all purposes, to have been actually produced from such tract, and all operations, including, but not limited to, the commencement, drilling, opera-



tion of or production from a well upon any portion of the unit area shall be deemed for all purposes the conduct of such operations and production from any lease or contract for lands any portion of which is included in the unit area. The operations conducted pursuant to the order of the chief shall constitute a fulfillment of all the express or implied obligations of each lease or contract covering lands in the unit area to the extent that compliance with such obligations cannot be had because of the order of the chief.

Oil and gas allocated to any tract, and the proceeds from the sale thereof, shall be the property and income of the several persons to whom, or to whose credit, the same are allocated or payable under the order providing for unit operations.

No order of the chief or other contract relating to the sale or purchase of production from a separately owned tract shall be terminated by the order providing for unit operations, but shall remain in force and apply to oil and gas allocated to such tract until terminated in accordance with the provisions thereof.

Except to the extent that the parties affected so agree, no order providing for unit operations shall be construed to result in a transfer of all or any part of the title of any person to the oil and gas rights in any tract in the unit area. All property, whether real or personal, that may be acquired for the account of the owners within the unit area shall be the property of such owners in the proportion that the expenses of unit operations are charged. (132 v H 310. Eff. 12-1-67. 131 v H 234)

Penalty, 1509.29

#### 1509.29 Exception tract.

Upon application by an owner of a tract for which a drilling permit may not be issued, and a showing by him that he is unable to enter a voluntary pooling agreement and that he would be unable to participate under a mandatory pooling order, the chief of the division of oil and gas shall issue a permit and order establishing the tract as an exception tract if the chief finds that such owner would otherwise be precluded from producing oil or gas from his tract because of minimum acreage or distance requirements. The order shall set a percentage of the maximum daily potential production at which the well may be produced. The percentage shall be the same as the percentage that the number of acres in the tract bears to the number of acres in the minimum acreage requirement which has been established under section 1509.24 or 1509.25 of the Revised Code, whichever is applicable, but if the well drilled on such tract is located nearer to the boundary of the tract than the required minimum distance, the percentage may not exceed the percentage determined by dividing the distance from the well to the boundary by the minimum distance requirement. Within ten days after completion of the well, the maximum daily potential production of the well shall be determined by such drill stem, open flow, or other tests as may be required by the chief. The chief shall require such tests, at least once every three months, as are necessary to determine the maximum daily potential production at that time. (131 v H 234. Eff. 10-15-65)

Penalty, 1509.99

#### 1509.35 Oil and gas board of review.

There is hereby created an oil and gas board of review consisting of five members appointed by the governor for terms of five years, except that the terms of the first five members of said board shall be for one, two, three, four, and five years, respectively, as designated by the governor at the time of the appointment, except that any vacancy in the office of any member of said board shall be filled by appointment by the governor for the unexpired term of the member whose office is vacant. Each vacancy occurring on said board shall be filled

by appointment within sixty days after such vacancy occurs. One of the appointees to such board shall be a person who, by reason of his previous vocation, employment, or affiliations, can be classed as a representative of a major petroleum company. One of the appointees to such board shall be a person who, by reason of his previous vocation, employment, or affiliations, can be classed as a representative of the public. One of the appointees to such board shall be a person who, by reason of his previous training and experience, can be classed as a representative of independent petroleum operators. One of the appointees to such board shall be a person who, by reason of his previous training and experience, can be classed as one learned and experienced in oil and gas law. One of the appointees to such board shall be a person who, by reason of his previous training and experience, can be classed as one learned and experienced in geology. Not more than three members shall be members of the same political party.

Three members constitute a quorum and no action of the board is valid unless it has the concurrence of at least three members. The board shall keep a record of its proceedings.

Each member shall be paid an amount fixed pursuant to section 143.09 of the Revised Code per diem when actually engaged in the performance of his work as a member and when engaged in travel necessary in connection with such work. In addition to such compensation each member shall be reimbursed for all traveling, hotel, and other expenses necessarily incurred in the performance of his work as a member.

The board shall select from among its members a chairman, a vice-chairman, and a secretary. Such officers shall serve for terms of one year.

The governor may remove any member of the board from office for inefficiency, neglect of duty, malfeasance, misfeasance, or nonfeasance.

The board shall, in accordance with sections 119.01 to 119.13, inclusive, of the Revised Code, adopt rules and regulations to govern its procedure. (132 v H 93. Eff. 5-17-67. 132 v H 1; 131 v H 234)

#### 1509.36 Appeals to board of review.

Any person claiming to be aggrieved or adversely affected by an order by the chief of the division of oil and gas may appeal to the oil and gas board of review for an order vacating or modifying such order.

The person so appealing to the board shall be known as appellant and the chief shall be known as appellee. Appellant and appellee shall be deemed to be parties to the appeal.

Such appeal shall be in writing and shall set forth the order complained of and the grounds upon which the appeal is based. Such appeal shall be filed with the board within thirty days after the date upon which appellant received notice by registered mail of the making of the order complained of. Notice of the filing of such appeal shall be filed with the chief within three days after the appeal is filed with the board.

Upon the filing of such appeal the board shall promptly fix the time and place at which the hearing on the appeal will be held, and shall give the appellant and the chief at least ten days' written notice thereof by mail. The board may postpone or continue any hearing upon its own motion or upon application of appellant or of the chief.

The filing of an appeal provided for in this section does not automatically suspend or stay execution of the order appealed from, but upon application by the appellant the board may suspend or stay such execution pending determination of the appeal upon such terms as it deems proper.

Either party to the appeal or any interested person who, pursuant to board rules and regulations has been

granted permission to appear, may submit such evidence as the board deems admissible.

For the purpose of conducting a hearing on an appeal, the board may require the attendance of witnesses and the production of books, records, and papers, and it may, and at the request of any party it shall, issue subpoenas for witnesses or subpoenas duces tecum to compel the production of any books, records, or papers, directed to the sheriff of the counties where such witnesses are found, which subpoenas shall be served and returned in the same manner as subpoenas in criminal cases are served and returned. The fees and mileage of sheriffs and witnesses shall be the same as those allowed by the court of common pleas in criminal cases. Such fees and mileage expenses incurred at the request of appellant shall be paid in advance by the appellant, and the remainder of such expenses shall be paid out of funds appropriated for the expenses of the division of oil and gas.

In case of disobedience or neglect of any subpoena served on any person, or the refusal of any witness to testify to any matter regarding which he may be lawfully interrogated, the court of common pleas of the county in which such disobedience, neglect or refusal occurs, or any judge thereof, on application of the board or any member thereof, shall compel obedience by attachment proceedings for contempt as in the case of disobedience of the requirements of a subpoena issued from such court or a refusal to testify therein. Witnesses at such hearings shall testify under oath, and any member of the board may administer oaths or affirmations to persons who so testify.

At the request of any party to the appeal, a stenographic record of the testimony and other evidence submitted shall be taken by an official court shorthand reporter at the expense of the party making the request therefor. Such record shall include all of the testimony and other evidence and the rulings on the admissibility thereof presented at the hearing. The board shall pass upon the admissibility of evidence, but any party may at the time object to the admission of any evidence and except to the rulings of the board thereon, and if the board refuses to admit evidence the party offering same may make a proffer thereof, and such proffer shall be made a part of the record of such hearing.

If upon completion of the hearing the board finds that the order appealed from was lawful and reasonable, it shall make a written order affirming the order appealed from; if the board finds that such order was unreasonable or unlawful, it shall make a written order vacating the order appealed from and making the order which it finds the chief should have made. Every order made by the board shall contain a written finding by the board of the facts upon which the order is based.

Notice of the making of such order shall be given forthwith to each party to the appeal by mailing a certified copy thereof to each such party by registered mail.

The order of the board is final unless vacated by the court of common pleas of Franklin county in an appeal as provided for in section 1509.37 of the Revised Code. Sections 1509.01 to 1509.37, inclusive, of the Revised Code, providing for appeals relating to orders by the chief or by the board, or relating to regulations adopted and promulgated by the chief, do not constitute the exclusive procedure which any person who deems his rights to be unlawfully affected by such sections or any official action taken thereunder must pursue in order to protect and preserve such rights, nor do such sections constitute procedure which such person must pursue before he may lawfully appeal to the courts to protect and preserve such rights. (132 v H 310. Eff. 12-1-67. 131 v H 234)

1509.37 Appeal to common pleas court of Franklin county.

Any party adversely affected by an order of the oil and gas board of review may appeal to the court of common pleas of Franklin county. Any party desiring to so appeal shall file with the board a notice of appeal designating the order appealed from and stating whether the appeal is taken on questions of law or questions of law and fact. A copy of such notice shall also be filed by appellant with the court and shall be mailed or otherwise delivered to appellee. Such notices shall be filed and mailed or otherwise delivered within thirty days after the date upon which appellant received notice from the board by registered mail of the making of the order appealed from. No appeal bond shall be required to make either an appeal on questions of law or an appeal on questions of law and fact effective.

The filing of a notice of appeal shall not automatically operate as a suspension of the order of the board. If it appears to the court that an unjust hardship to the appellant will result from the execution of the board's order pending determination of the appeal, the court may grant a suspension of such order and fix its terms.

Within fifteen days after receipt of the notice of appeal the board shall prepare and file in the court the complete record of proceedings out of which the appeal arises, including a transcript of the testimony and other evidence which has been submitted before the board. The expense of preparing and transcribing such record shall be taxed as a part of the costs of the appeal. Appellant shall provide security for costs satisfactory to the court. Upon demand by a party the board shall furnish at the cost of the party requesting the same a copy of such record. In the event such complete record is not filed in the court within the time provided for in this section either party may apply to the court to have the case docketed, and the court shall order such record filed.

In the hearing of the appeal the court is confined to the record as certified to it by the board. The court may grant a request for the admission of additional evidence when satisfied that such additional evidence is newly discovered and could not with reasonable diligence have been ascertained prior to the hearing before the board. The court shall conduct a hearing on such appeal and shall give preference to such hearing over all other civil cases irrespective of the position of the proceedings on the calendar of the court. The hearing in the court shall proceed as in the trial of a civil action and the court shall determine the rights of the parties in accordance with the laws applicable to such action. At such hearing counsel may be heard on oral argument, briefs may be submitted, and evidence introduced if the court has granted a request for the presentation of additional evidence.

If the court finds that the order of the board appealed from was lawful and reasonable, it shall affirm such order. If the court finds that such order was unreasonable or unlawful, it shall vacate such order and make the order which it finds the board should have made. The judgment of the court is final unless reversed, vacated, or modified on appeal. (131 v H 234. Eff. 10-15-65)

#### 1509.38 Technical advisory council.

There is hereby created in the division of oil and gas a technical advisory council on oil and gas which shall consist of seven members to be appointed by the governor with the advice and consent of the senate. Three members shall be independent oil or gas producers, operators, or their representatives, operating and producing primarily in Ohio, three members shall be oil or gas producers, operators, or their representatives having substantial oil and gas producing operations in Ohio

and at least one other state, and one member shall represent the public. All members must be residents of Ohio, and all members except the member representing the public must have at least five years of practical or technical experience in oil or gas drilling and production. Not more than one member may represent any one company, producer, or operator.

The members first appointed shall have terms expiring on the first Monday of February, two to expire in each of the years 1967 and 1968, and three in the year 1969. Annually, as the term of a member expires, the governor shall appoint a member to serve for a term of three years, beginning on the first Monday of February. A vacancy in the office of a member shall be filled by the governor, with the advice and consent of the senate, for the remainder of the unexpired term.

The council shall select from among its members a chairman, a vice-chairman, and a secretary. All members are entitled to their actual and necessary expenses incurred in the performance of their duties as such members, payable from the appropriations for the division.

The governor may remove any member for inefficiency, neglect of duty, or malfeasance in office.

The council shall hold at least one regular meeting in each quarter of a calendar year, and shall keep a record of its proceedings. Special meetings may be called by the chairman, and shall be called by him upon receipt of a written request therefor signed by two or more members of the council. A written notice of the time and place of each meeting shall be sent to each member of the council. Four members constitute a quorum, and no action of the council is valid unless four members concur.

The council shall, when requested by the chief of the division of oil and gas, consult with and advise the chief and perform such other duties as may be lawfully delegated to it by the chief. The council shall have the right to participate in hearings held by the chief pursuant to Chapter 1509. of the Revised Code, and shall

have powers of approval as provided in sections 1509.24 and 1509.25 of the Revised Code. (131 v H 234. Eff. 10-15-65)

#### 1509.39 Municipal regulations.

The sections of Chapter 1509. of the Revised Code or rules and regulations promulgated pursuant to any section of Chapter 1509. of the Revised Code shall not be construed to prevent a municipal corporation from enacting and enforcing municipal ordinances regulating health and safety standards for the drilling and exploration for oil and gas, provided that such municipal regulations are not less restrictive than the rules promulgated by the division of oil and gas or provided for by statute. (131 v H 234. Eff. 10-15-65)

#### 1509.40 Construction as to limitation of production.

Except as provided in section 1509.29 of the Revised Code, no authority granted in Chapter 1509. of the Revised Code shall be construed as authorizing a limitation of production of oil or gas for any reason whatever. (131 v H 234. Eff. 10-15-65)

#### 1509.41 Anti-trust provision.

No combination of persons or interests authorized by any provisions of Chapter 1509. of the Revised Code shall be construed to be a trust, monopoly, or other combination in restraint of trade prohibited by law. (131 v H 234. Eff. 10-15-65)

#### 1509.99 Penalties.

Whoever violates sections 1509.01 to 1509.29, inclusive, of the Revised Code, or any rules, regulations, or orders issued pursuant to these sections, shall be fined not less than one hundred nor more than five hundred dollars for a first offense; for each subsequent offense such person shall be fined not less than two hundred nor more than one thousand dollars. (131 v H 234. Eff. 10-15-65)

## CHAPTER 1511

### DIVISION OF LANDS AND SOIL

#### 1511.01 Duties of division of lands and soil.

#### 1511.02 Study and report on natural resources.

#### 1511.01. Duties of division of lands and soil

The division of lands and soil shall:

(A) Cooperate with all agencies engaged in soil conservation work in Ohio;

(B) Furnish aid and equipment to the soil and water conservation districts upon such terms as are mutually agreeable to said districts and the department of natural resources;

(C) Consider policies and programs affecting state lands in the custody of the Ohio state archaeological and historical society, the division of forestry and reclamation, the agricultural research and development center, the division of wildlife, the department of public works, the department of public welfare, the department of highways, and the division of parks and recreation;

(D) Make recommendations to the department of natural resources on all matters concerning soil conservation and proper land use;

(E) In connection with new or relocated projects involving highways, underground cables, pipelines, railroads, and other improvements affecting the water management of lands;

(F) Provide engineering service as is mutually agreeable to the Ohio soil and water conservation commission

and the department of natural resources to aid in the design and installation of soil and water management facilities on rural lands adjacent to such projects;

(2) Maintain close liaison between owners of such lands, local soil and water conservation districts, and authorities responsible for such projects;

(3) Recommend plans for such projects in cooperation with the department of highways or with any other interested agency which is engaged in soil or water conservation projects in the state, in order to permit continuing agricultural use of lands adjacent to these projects;

(4) Recommend measures to retard erosion and conserve soil and water through installation of water impoundment or water infiltration facilities;

(5) Cooperate with other agencies and subdivisions of the state to protect the agricultural status of rural lands adjacent to such projects.

(1969 S 160. Eff. 11-6-69. 1969 H 1; 127 v 415)

1511.01 former GC 375-11.

OJur 2d: 10, Conservation § 9

#### 1511.02 (375-12). Study and report on natural resources.

The division of lands and soil may assemble information through the medium of any state department or



## CHAPTER 119: ADMINISTRATIVE PROCEDURE

- Section
- 119.01 Definitions.
- 119.02 Compliance; validity of rules.
- 119.03 Procedure for adoption, amendment, or rescission of rules.
- 119.04 Rules effective; standards; duties of secretary of state.
- 119.05 Rules compiled for distribution.
- 119.06 Adjudication order of agency valid and effective; hearings; periodic registration of licenses.
- [119.06.1] 119.061 Agency with rule-making power may suspend license; limitation on power to limit advertising right.
- 119.07 Notice of hearing; contents; notice of order of suspension of license; publication of notice; effect of failure to give notice.
- 119.08 Date, time, and place of adjudication hearing.
- 119.09 Adjudication hearing.
- [119.09.1] 119.091 [Effect of failure of agency to hold adjudication hearing before expiration of license.]
- 119.10 Counsel to represent agency.
- 119.11 Appeal from orders affecting rules; procedure; transcript; hearing; order.
- 119.12 Appeal by party adversely affected; notice; record; hearing; judgment.
- [119.12.1] 119.121 Expiration of license involved in an appeal; procedure.
- 119.13 Representation of parties.

## § 119.01 Definitions.

As used in sections 119.01 to 119.13, inclusive, of the Revised Code:

(A) "Agency" means, except as limited by this division, any official, board, or commission having authority to promulgate rules or make adjudications in the bureau of unemployment compensation, the civil service commission, the department of industrial relations, the department of liquor control, the department of taxation, the industrial commission, the functions of any administrative or executive officer, department, division, bureau, board, or commission of the government of the state specifically made subject to sections 119.01 to 119.13, inclusive, of the Revised Code, and the licensing functions of any administrative or executive officer, department, division, bureau, board, or commission of the government of the state having the authority or responsibility of issuing, suspending, revoking, or canceling licenses. Sections 119.01 to 119.13, inclusive, of the Revised Code do not apply to the public utilities commission, nor do they apply to actions of the superintendent of banks, the superintendent of building and loan associations, and the superintendent of insurance in the taking possession of, and rehabilitation or liquidation of, the business and property of banks, building and loan associations, insurance companies, associations, reciprocal fraternal benefit societies, and bond investment companies, nor to any action that may be taken by the superintendent of

banks under sections 1125.10, 1113.02, and 1113.05 of the Revised Code. Sections 119.01 to 119.13, inclusive, of the Revised Code do not apply to actions of the industrial commission under sections 4123.01 to 4123.94, inclusive, of the Revised Code. Sections 119.01 to 119.13, inclusive, of the Revised Code do not apply to actions of the bureau of unemployment compensation except those relating to the adoption, amendment, or rescission of rules, and those relating to the issuance, suspension, revocation, or cancellation of licenses.

(B) "License" means any license, permit, certificate, commission, or charter issued by any agency.

(C) "Rule" means any rule, regulation, or standard, having a general and uniform operation, adopted, promulgated, and enforced by any agency under the authority of the laws governing such agency, but it does not include regulations concerning internal management of the agency which do not affect private rights.

(D) "Adjudication" means the determination by the highest or ultimate authority of an agency of the rights, duties, privileges, benefits, or legal relationships of a specified person, but does not include the issuance of a license in response to an application with respect to which no question is raised, nor other acts of a ministerial nature.

(E) "Hearing" means a public hearing by any agency in compliance with procedural safeguards afforded by sections 119.01 to 119.13, inclusive, of the Revised Code.

(F) "Person" means a person, firm, corporation, association, or partnership.

(G) "Party" means the person whose interests are the subject of an adjudication by an agency.

(H) "Appeal" means the procedure by which a person aggrieved by a finding, decision, order, or adjudication of any agency, invokes the jurisdiction of a court.

HISTORY: GC § 154-62; 120 v 358; 121 v 578, § 1; 132 v 597, § 1. EN 1-1-68.

## Cross-References to Related Sections

Notice: The provisions of the administrative procedure act apply to the following:

Accountants, procedure for revocation or suspension of certificates, RC § 4701.16

## Agriculture—

Agriculture liming materials, analytical tolerances, RC § 905.59

Animal diseases, control, RC § 941.03

Fertilizer control, enforcement of regulations, RC § 905.44

Registration, revocation, RC § 905.45

Fruits and vegetables, sale of, RC § 925.54

Meat inspection and licensing, RC §§ 918.04, 918.08

Registration or licensing, RC § 905.12

**Agriculture—Concluded**

Seed and grain coloration, RC §§ 907.43, 907.44  
 Seed inoculants, RC §§ 907.33, 907.34  
 Air pollution control board, RC § 3704.04  
 Airport operation, appeal from action of department of commerce, RC §§ 4561.11, 4561.12

**Animals—**

Cattle, purebred, promoted by director of agriculture, RC § 901.42

Diseases, control, RC § 941.03

Banking board, powers, RC § 1127.04

Barber examiners, board of, RC § 4709.21

**Building standards—**

Boilers inspection, powers of board relating to, RC § 4104.02

Issuance of orders for enforcement, RC § 3781.03.1

Adjudication hearing by board of building appeals, RC § 3781.19

Proceedings of board, RC § 3781.10.1

Charitable trusts, RC § 109.27

Cities, appropriations actions by, RC § 719.31

Civil defense, RC § 5915.31

Civil rights commission, RC § 4112.05

Cold storage warehouses, notice and hearing on refusal or revocation of license, RC § 915.23

County commissioners, appropriation of moneys for health programs, RC § 340.07

Declaratory judgments, construction or validity of instruments, RC § 2721.03

Dental care corporations, non-profit, RC § 1740.19

Department of education, RC § 3301.13

Dog training grounds, RC § 1533.19.1

Driver's license restriction, proceedings, RC § 4507.08

Driver training schools, RC § 4508.02

Eggs, regulations, RC § 925.02

Employment agencies, RC § 4143.01

**Health—**

Adulteration and misbranding of foods or drugs, RC § 3715.72

Food service operations, regulations, RC § 3732.02

Milk regulations, RC § 3707.37.2

Phenylketonuria, regulations for detection, RC § 3701.50.1

Public health council, rules, RC § 3716.03

Health care corporations, license revocation, RC § 1738.12

**Highways—**

Director of, duties, RC § 5516.05

Load limits, RC § 5577.05

Rest areas, use and control, RC § 5515.07

**Insurance—**

Public insurance adjusters, license, RC § 3951.07

Regulations for directors, officers, shareholders, RC § 3901.31

Surplus life insurance, affidavit, RC § 3905.33

Title, appeal from agent's license revocation, RC § 3953.23

Unfair practice, hearing by superintendent, RC § 3901.22

Landscape architect examiners, RC § 4703.44

Medicine, illegal practice of, injunction proceedings, RC § 4731.34.1

**Motor vehicle—**

Bus taxation and reciprocity agreement, exemptions, RC § 4503.81

Standards adopted for specific type vehicles, RC § 4513.18.1

Nursing education, RC § 4723.01 et seq.

License revocation, RC § 4723.28

Nursing homes, license revocation, RC §§ 3721.03, 3721.07

Ohio real estate commission, RC § 4735.10

Ohio water commission, RC § 1525.02

**Oil and gas—**

Board of review, RC § 1509.35

Chief of division, RC § 1509.03

Parks and recreation division, RC § 1541.03

Pharmacy, board of, RC § 4729.66

Poisons, regulation and licensing, RC §§ 921.13, 921.14

Public buildings—construction of, "adjudication hearing" for failure to approve plans provided by this section, RC § 3791.04

Radiation, protection from public health council, regulations, RC §§ 3701.91, 3701.92

Violator, proceedings against, RC § 3701.97

Regents, board of, RC § 1713.03

Certificate revocation, RC § 1713.04

Sales tax, cigarettes, RC § 5743.04

School buses, safety regulations, RC § 4511.76

School teachers' disability benefits, RC § 3307.42

School teachers, standards for courses of study, RC § 3319.23

Securities, division of, RC § 1321.54

**State board of education—**

Classifying high schools, RC § 3301.16

Federal property, rules for disposal, RC § 3301.47

State highway patrol inspection standards, RC § 4513.02

State personnel, classifications, RC § 143.09

State racing commission, regulations, RC § 3769.03

Superintendent of banks, powers, RC § 1125.06

Superintendent of insurance, rule-making power subject to provisions of this chapter, RC § 3901.04.1

Technical institutes, board of regents rules, RC § 3357.19

Trade name registration, RC § 1329.10

Trailer parks, RC § 3733.02

Veterinarian, revocation of approval to inspect livestock, RC § 943.13

Veterinary medical board, RC § 4741.02

Waste disposal, solid, regulations, RC § 3734.02

Appeal from license revocation, RC § 3734.09

Water and sewer rotary commission, RC § 1525.12

Watercraft, division of, RC § 1547.52

Water, dam and levee construction, permit for, RC § 1521.06

Weighing and measuring, commercial regulations, RC §§ 901.10, 901.10.1

Wildlife, chief of division of, RC §§ 1531.06, 1531.08

See RC § 111.15 which refers to this section.

**Research Aids****Page**

Admin. Law & Proc. § 1 et seq

**O-Jur2d**

Admin. Law §§ 60-62

**Law Review**

The scope of review under recent amendments to the Ohio administrative procedure act. (Editorial note.) 23 CinLRev 307.

Right of appeal by administrative authority from adverse judicial rulings. Ervin H. Pollack and Harriet S. Martin. 14 OSLJ 408.

The effect of the Ohio administrative procedure act on procedure before the board of liquor control. Isadore Topper. 13 OSLJ 451.

A comparative analysis of the federal and Ohio administrative procedure acts. 24 CinLRev 365.

Administrative procedure. Survey of Ohio law—1954. 6 WestRLRev 201.

A proposed "administrative court" for Ohio. Carl H. Fulda. 22 OSLJ 734.

## CASE NOTES AND OAC

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1. Both the board of liquor control and the department of liquor control are agencies as defined in GC § 154-62 (RC § 119.01): *Detelich v. Department of Liquor Control*, 62 OLA 195, 107 NE(2d) 415 (App).

2. The board of liquor control, being an "agency" as defined in GC § 154-62 (RC § 119.01), may, in the reasonable exercise of its discretion, determine the date, time and place of each adjudication hearing required under either the administrative procedure act, GC § 154-62 (RC § 119.01) et seq, or the Ohio liquor control act, GC § 6064-1 (RC § 4301.01) et seq: 1953 OAG No.2422.

3. The administrative procedure act (RC § 119.01 [GC § 154-62] et seq) did not confer upon the director of education and the high school board the right to appeal from a judgment of the court of common pleas rendered on appeal from an order of the department of education: *In re Millcreek Local Dist. High School*, 160 OS 234, 52 OO 91, 115 NE(2d) 840.

4. The administrative procedure act, GC § 154-61 (RC § 119.01) et seq, sets up a formal procedure for rule-making, but by this section, the public utilities commission is specially excepted from the provisions of the act: *Craun Transp., Inc. v. Public Util. Comm.*, 162 OS 9, 53 OO 451, 120 NE(2d) 436.

5. The fact that a receiver of a liquor permit holder did not receive notice of the hearing before the board of liquor control, at which hearing such permit was revoked, does not invalidate such order where the record shows that the receiver was represented by attorney at the time of the hearing and thus submitted himself to the jurisdiction of the board, made no objection at the hearing to the jurisdiction of the board and in fact entered a plea of guilty: *Meyer v. Board of Liquor Control*, 69 OLA 407, 119 NE(2d) 156 (CP).

6. The administrative procedure act, by this section, specifically exempts the public utilities commission from the provisions of the act, and the commission has no authority to promulgate a rule under such act: *Akron &c. R. Co. v. Public Util. Comm.*, 165 OS 316, 59 OO 411, 135 NE(2d) 400.

7. The court of appeals under RC § 119.12, relating to appeals under the administrative procedure act, may review and determine the correctness of a judgment of the court of common pleas, ordering the reinstatement of a police officer, and decide from the entire record whether the order of the municipal civil service commission, affirming an order of removal of the municipal safety director, is "supported by any reliable, probative and substantial evidence": *Owens v. Ackerman*, 72 OLA 552, 136 NE(2d) 93 (App).

8. "Civil service commission" as used in this section, includes both state and municipal civil service commission, thus a municipal civil service commission has the right to appeal from an adverse ruling of the court of common pleas involving the removal from duty of a police officer: *Owens v. Ackerman*, 72 OLA 552, 136 NE(2d) 93 (App).

9. The definition of "agency" in this section, includes "civil service commission": *Owens v. Ackerman*, 72 OLA 552, 136 NE(2d) 93 (App).

10. A municipal safety director does not have the legal authority to prosecute an appeal to the court of appeals from a decision of the court of common pleas reversing an order of the municipal civil service commission on a question involving the removal from duty of a police officer, since his interest is not affected, nor is he an aggrieved party: *Owens v. Ackerman*, 72 OLA 552, 136 NE(2d) 93 (App).

11. The "civil service commission" is designated by this section as one of the agencies which may take an appeal from the judgment of the court of common pleas under authority of RC § 119.12: *Owens v. Ackerman*, 72 OLA 552, 136 NE(2d) 93 (App).

12. It is the responsibility of the state board of education in the first instance to determine whether a particular school district, or the board of education of such district, "has not conformed with the law" so as to require the withholding of state funds from such district. In making such determination the state board of education should observe the requirements of the administrative procedure act, RC § 119.01 et seq, as to notice, hearing, summoning of witnesses, presentation of evidence, degree of proof, and procedural matters generally: 1956 OAG No.6810.

13. Where authority has been conferred upon an administrative board of four members such board, in the absence of a statute to the contrary, may act in a particular meeting, through a majority of the membership, provided (1) a quorum consisting of a majority of the membership is present, and (2) all members had notice and opportunity to be present; but such a board in such case is without authority to act through a mere majority of such quorum: 1957 OAG No.639.

14. The civil service commission is an "agency" as defined by this section and its orders are appealable to the court of common pleas under authority of RC § 119.12: *State ex rel Oliver v. State Civil Service Comm.*, 163 OS 445, 7 OO(2d) 275, 155 NE(2d) 897.

15. Under RC § 3301.16 the state board of education in reaching a determination of the qualification of a school for the granting of a high school charter, is governed by RC § 119.01 et seq: 1959 OAG No. 345.

16. The state board of examiners of architects of the state of Ohio is a board subject to the provisions of RC Chapter 119, commonly referred to as the administrative procedure act: *State ex rel Burchard v. State Board of Examiners*, 82 OLA 117, 163 NE(2d) 391 (App).

17. The public health council is an "agency" within the meaning of the administrative procedure act, with authority to adopt rules and regulations for nursing homes: *Ohio State Federation of Nursing Homes v. Public Health Council*, 172 OS 227, 15 OO(2d) 375, 174 NE(2d) 251.

18. The amendments made by 129 v 1694 (1697), effective October 24, 1961, to RC § 4112.05(G) and (I), making certain procedure of the Ohio civil rights commission subject to the administrative procedure act, RC § 119.01 et seq, have the effect of making said chapter applicable to procedures of the com-

mission only as they relate to the manner in which final orders of the commission are issued and served on respondents and to modification or reconsideration of final orders of the commission: 1931 OAG No.2462.

19. A municipal civil service commission, not being an "agency" as defined by this section, is not subject to the provisions of the administrative procedure act in promulgating rules: *Karrick v. Board of Education*, 174 OS 467, 23 OO(2d) 114, 130 NE(2d) 256.

20. Proceedings before the state personnel board of review, and on appeal from such board, are governed by the administrative procedure act: *Graul v. Board of Review*, 117 App 103, 23 OO(2d) 216, 191 NE(2d) 183.

21. A decision of the state personnel board of review affirming an order of an appointing authority "laying off" an employee in the classified service of the state is a final appealable order, and, pursuant to the provisions of RC chapter 119, such employee may appeal therefrom to the court of common pleas of Franklin county: *State ex rel Kendrick v. Masheter*, 120 App 168, 28 OO(2d) 426, 201 NE(2d) 707.

22. An "appointing authority" has no right of appeal to the common pleas court from a decision of the state personnel board of review disaffirming a job-abolishment by such "appointing authority": *In re Job Abolishment of Jenkins*, 120 App 385, 29 OO(2d) 247, 202 NE(2d) 634.

23. There are three ways in which a state board may be subjected to the administrative procedure act under par. (A) of this section, namely: (1) certain boards are specifically named, (2) the legislation concerning a board specifically subjects such board to this Act, and (3) a board which has authority to issue, suspend, remove or cancel licenses: *In re Martins Ferry Met. Housing Authority*, 2 OApp(2d) 237, 31 OO(2d) 365, 207 NE(2d) 672.

24. On appeal from an order of an agency (as defined in RC § 119.01) to the court of common pleas, the power of the court to modify such order is limited to the ground set forth in this section, i.e., the absence of a finding that the order is supported by reliable, probative, and substantial evidence: *Henry's Cafe, Inc. v. Board of Liquor Control*, 170 OS 233, 10 OO(2d) 177, 163 NE(2d) 678.

### § 119.02 Compliance; validity of rules. (CC § 154-63)

Every agency authorized by law to adopt, amend, or rescind rules shall comply with the procedure prescribed in sections 119.01 to 119.13, inclusive, of the Revised Code, for the adoption, amendment, or rescission of rules. Unless otherwise specifically provided by law, the failure of any agency to comply with such procedure shall invalidate any rule or amendment adopted, or the rescission of any rule.

HISTORY: CC § 154-63; 120 v 353 (359), § 1. Eff 10-1-53.

#### Research Aids

O-Jur2d  
Admin. Law §§ 68, 78  
Am-Jur2d  
Admin. Law §§ 278, 300

#### Law Review

The growth and regularization of the licensing process in Ohio. Francis R. Aumann. 21 CinLRv 97.

Ohio administrative law and procedure—recent developments. Maurice C. Culp. 14 WestResLRev 765.

### CASE NOTES AND OAG

1. The superintendent of building and loan associations in issuing, suspending, revoking or cancelling the certificates provided for in GC §§ 9643-1, 9660-3a, 679 and 690 (RC §§ 1151.03, 1151.38 and 1151.64), is subject to the administrative procedure act: 1945 OAG No.523.

2. In giving or withholding his approval, consent or certificate provided for in GC §§ 693-1, 693-2, 9643-4, 9645, 9649, 9655, 9657, 9660-2, 9660-3, 9660, 9665 and 9670 (RC §§ 1151.61, 1151.62, 1151.05, 1151.08, 1151.09, 1151.10, 1151.20, 1151.27, 1151.29, 1151.36, 1151.37, 1151.34, 1151.45 and 1151.49), the superintendent of building and loan associations is not subject to the administrative procedure act: 1945 OAG No.523.

3. The provisions of RC §§ 119.02 and 119.03, a part of the administrative procedure act, which have to do with the procedure for the adoption of rules by an agency subject to such act and compliance therewith, are mandatory, and the failure by such an agency to adopt a rule as to giving notice before it initiates or takes steps to adopt a regulatory rule invalidates such regulatory rule: *In re Appeal from Rules*, 118 App 407, 25 OO(2d) 310, 195 NE(2d) 112.

4. A charge that a licensed race horse owner violated Ohio state racing commission Rule 65, which permits license revocation "for conduct detrimental to the best interests of racing" in that he "was on the premises of . . . race track without authorization in the stall of" a certain horse and that such "unauthorized presence" constituted improper practice on the part of a racing commission license holder, relates directly to the conduct of horse racing and is supported by reliable, probative and substantial evidence where witnesses testify to seeing him in the stable area and in the stable of such horse on the date alleged and he admits being in such stable area about the time in question: *In re Cline*, 3 OApp(2d) 345, 32 OO(2d) 461, 210 NE(2d) 737.

### § 119.03 Procedure for adoption, amendment, or rescission of rules. (CC § 154-64)

In the adoption, amendment, or rescission of any rule an agency shall comply with the following procedure:

(A) Reasonable public notice shall be given at least thirty days prior to the date set for a hearing, in such manner and form and for such length of time as the agency determines and shall include:

(1) A statement of the agency's intention to consider adopting, amending, or rescinding a rule;

(2) A synopsis of the proposed rule, amendment, or rule to be rescinded or a general statement of the subject matter to which such proposed rule relates;

(3) The date, time, and place of a hearing on said proposed action. In addition to such public notice the agency may give whatever other notice it deems necessary. Each agency shall adopt a rule setting forth in detail the method which such agency shall follow in giving public notice as to the adoption, amendment, or rescission of rules.

(B) The full text of the proposed rule, amendment, or rule to be rescinded shall be filed with the secretary of state at least thirty days prior to the date set for the hearing and shall be available at the office of the agency in printed or other legible form without charge to any person affected by such proposal. Failure to furnish such text to any person requesting it shall not invalidate any action of the agency in connection therewith.

(C) On the date and at the time and place designated in the notice, the agency shall conduct a public hearing at which any person affected by the proposed action of the agency may appear and be heard in person, by his attorney, or both, may present his position, arguments, or contentions, orally or in writing, offer and examine witnesses, and present evidence tending to show that said proposed rule, amendment, or rescission, if adopted or effectuated, will be unreasonable or unlawful.

At such hearing a stenographic record of the testimony and rulings on the admissibility shall be made at the expense of the agency.

In any hearing under this section the agency may administer oaths or affirmations.

The agency shall pass upon the admissibility of evidence, but the person affected may at the time make objection to the ruling of the agency, and if the agency refuses to admit evidence the person offering the same shall make a proffer thereof, and such proffer shall be made a part of the record of such hearing.

(D) After complying with divisions (A), (B), and (C) of this section, the agency may issue an order adopting such proposed rule, amendment, or rescission, or revision thereof, consistent with the public notice and at that time shall designate the effective date thereof which shall not be earlier than the tenth day after said rule, amendment, or rescission has been filed in its final form with the secretary of state as provided in section 119.04 of the Revised Code. No rule shall be amended except by a new rule which shall contain the entire rule as amended, and shall repeal the rule amended.

(E) Prior to the effective date of a rule, amendment, or rescission thereof the agency shall make reasonable effort to inform those affected thereby and to have available for distribution to those requesting it the full text of the rule as adopted or as amended.

(F) If the governor, upon request of an agency, determines that an emergency requires the immediate adoption, amendment, or rescission of a rule, he shall issue a written order, a copy of which shall be filed with the secretary of state, that the procedure prescribed by this section with respect to the adoption, amendment, or rescission of a specified rule is suspended and the agency may then adopt immediately said emergency rule, amendment, or rescission and it becomes effective on the date it is certified to and filed with the secretary of state. Any such emergency rule, amendment, or rescission shall become invalid at the end of the sixtieth day after the filing thereof with the secretary of state unless prior to that date the agency has complied with the procedure prescribed by this section for the adoption, amendment, and rescission of rules. If said agency fails to adopt the rule, amendment, or rescission in conformity with the procedure prescribed in this section within the sixty-day period the emergency rule shall become inoperative forthwith.

(C) Rules adopted by an authority within the department of taxation or the bureau of unemployment compensation shall be effective without a hearing as provided by this section if the statutes pertaining to such agency specifically give a right of appeal to a higher authority within such agency or to a court, and also give the appellant a right to a hearing on such appeal. This division does not deny the right to appeal to a court as provided in section 119.11 of the Revised Code from such higher authority within such agency.

HISTORY: GC § 154-64; 120 v 358 (359); 121 v 578 (579), § 1. EM 10-1-53.

#### Cross-References to Related Sections

Board of building standards—

Notice of public hearing to change rule to be given in accordance with this section, RC § 3781.12

Proceedings governed by this section, RC § 4104-02

Credit life and credit accident insurance—

Superintendent of insurance may adopt rules relative to, in accordance with this section, RC § 3918.12

Insecticides—

Petition on restricted use to be filed in accordance with this section, RC § 921.07

Secretary of state, rules to be filed with, RC § 111.15

See RC § 119.04 which refers to this section.

#### Research Aids

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Admin. Law & Proc. § 50 et seq

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Admin. Law §§ 68-74

Am-Jur2d

Admin. Law §§ 278-287

## Law Review

A comparative analysis of the federal and Ohio administrative procedure acts. 24 CinLRev 365.

Legislative control over administrative rule-making. Charles H. Melville. 32 CinLRev 33.

## CASE NOTES AND OAG

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1. Where the record shows that the procedural requirements in adopting and amending rules under RC § 119.01 (GC § 154-62) et seq have been substantially complied with by the state racing commission, a party actually present and taking an active part in the hearings involved therein has no right to complain that the provisions relating to the public notice of such hearings were not strictly complied with: *Standard "Tote" Inc. v. Ohio State Racing Comm.*, 68 OLA 19, 58 OO 337, 121 NE(2d) 463 (CP).

1.1 By virtue of this section, that no administrative rule shall be amended except by a new rule containing the entire rule as amended and repealing the rule amended, the new rule may be challenged and tested in its entirety, even though it contains provisions of the rule amended: *Motors Ins. Corp. v. Dressel*, 80 App 505, 36 OO 301, 73 NE(2d) 817.

2. This section, relating to the publication of notice of a change of rules by an administrative agency provides in the alternative that such notice must contain a synopsis of the rule or a general statement of the subject matter to which the rule relates and a notice of a proposed change in rules by the state racing commission which refers to the rules as "Rules 41, 49, 50 relating to permits to race . . . Rules 256 and 257, Corrupt Practices" constitutes a substantial compliance with such section: *Standard "Tote" Inc. v. Ohio State Racing Comm.*, 68 OLA 19, 58 OO 337, 121 NE(2d) 463 (CP).

3. The language of RC § 119.03 after referring to a synopsis of a proposed rule is followed by the disjunctive "or," thus making it optional that a general statement of the subject matter to which the proposed rule relates may be substituted for such synopsis: *Standard "Tote" Inc. v. Ohio State Racing Comm.*, 58 OO 337, 121 NE(2d) 463 (CP).

5. Where the Ohio board of building standards deems it advisable to adopt a rule or regulation or amendment or annulment thereof, under RC § 3781.12, the board must comply with the provision in RC § 3781.12, to the effect that the notice of public hearing thereon must state in full the proposed rule or regulation to be adopted, amended or annulled, or the proposed amendment, since that section and not this section controls the question of what constitutes proper legal notice: 1956 OAG No.6199.

6. In its consideration of proposed rules, the public health council may, under the provisions of this section, hold operational meetings with its staff subsequent to the public hearings required by law, in order to implement its rule-making function and arrive at a test of such rules in "final form" for adoption; and such agency may consult its departmental staff after such public hearing as to the advisability of adopting the original proposal or with respect to amendments to or substitutes for provisions of such original proposal: *Ohio State Federation v. Public Health Council*, 113 App 113, 17 OO(2d) 108, 172 NE(2d) 726.

7. Under the provisions of this section, paragraph (D), the public health council may revise a rule after the original proposal is presented at the public hearing required by law; and such rule, as adopted, may contain amendments, substitutions and additions to that originally proposed by the agency and considered by it at such public hearing; but such power of revision is limited by the requirement that the rule adopted be "consistent with the public notice": *Ohio State Federation v. Public Health Council*, 113 App 113, 17 OO(2d) 108, 172 NE(2d) 726.

8. A hearing conducted by the board of embalmers and funeral directors prior to the adoption of various changes in the rules and regulations governing funeral directors and the conducting of funerals does not comply with the procedural requirements of the administrative procedure act, where rulings and remarks by the chairman of such board unreasonably restrict interested persons in the exercise of their rights under such act (paragraph (C) of this section), and the hearing is adjourned after only two hours during which lengthy remarks are made by the chairman: *Golubski v. Board of Embalmers*, 114 App 111, 18 OO(2d) 442, 180 NE(2d) 861.

9. The provision of paragraph (D) of this section, a part of the administrative procedure act, that, in promulgating rules or changes in rules, an administrative agency "shall designate the effective date thereof," is mandatory; and an order of the board of embalmers and funeral directors attempting to enact or amend a rule of such board, which fails to fix any date when the attempted change is effective, is fatally defective: *Golubski v. Board of Embalmers*, 114 App 111, 18 OO(2d) 442, 180 NE(2d) 861.

10. The provision of the administrative procedure act (paragraph (D) of this section), that "no rule [of an administrative board subject to such act] shall be amended except by a new rule which shall contain the entire rule as amended, and shall repeal the rule amended," is mandatory; and an attempted amendment of a rule without any repeal of the former rule is illegal and never becomes effective: *Golubski v. Board of Embalmers*, 114 App 111, 18 OO(2d) 442, 180 NE(2d) 861.

11. The board of liquor control in the adoption of regulations is required to comply with the mandatory procedure prescribed by this section: *Maggiore v. Board of Liquor Control*, 115 App 131, 20 OO(2d) 234, 184 NE(2d) 248.

12. On appeal to the common pleas court from an order of the board of liquor control adopting a



regulation fixing the minimum mark-up for carry-out retail sales of beer and malt beverages, in the absence of a transcript of the proceedings before the board showing compliance with the procedure prescribed by this section for the adoption of regulations, a finding of the common pleas court that the procedural requirements in adopting the regulation were complied with, and its judgment affirming the action of the board in adopting the regulation, are not supported by the record: *Maggiore v. Board of Liquor Control*, 115 App 131, 20 OO(2d) 234, 184 NE(2d) 248.

13. Parties who have been represented at a hearing before the board of review of the bureau of unemployment compensation at which certain rules of procedure were adopted, who are amenable to the unemployment compensation laws and who object that certain rules adopted are unlawful or unreasonable are parties adversely affected as contemplated by this section: *Columbus Green Cabs, Inc. v. Board of Review*, 88 OLA 107, 184 NE(2d) 257 (CP).

15. In deciding whether the director of industrial relations is granted authority by RC § 4111.07 to make amendments before adopting the recommendations of a wage board appointed for the purpose of establishing a minimum wage for women and minors employed in an industry, the court may consider the language of RC § 119.03(D), of the administrative procedure act, that permits an agency to adopt "such proposed rule, amendment, or rescission, or revision thereof, consistent with the public notice": *Acme Laundry & Co. v. Mahoney*, 92 OLA 147, 189 NE (2d) 915 (CP).

16. The provisions of this section having to do with the enactment of rules by an administrative agency, do not apply to a so-called "directive and order" of an administrative agency addressed "to all personnel" of such agency, and which is for the guidance of departmental procedures to regulate the work of such agency and involves only internal procedures: *Lloyd v. Industrial Comm.*, 119 App 467, 28 OO(2d) 80, 200 NE(2d) 705.

17. An alleged noncompliance with the provisions of this section, paragraph (E), by an administrative agency is not an issue which may be presented in an appeal under RC § 119.11: *Maggiore v. Department of Liquor Control*, 4 OApp(2d) 255, 33 OO(2d) 308, 211 NE(2d) 916.

18. Amendments which are finally adopted pursuant to this section, paragraph (D) may differ from the synopsis of proposed amendments published under paragraph (A) of this section and the full text of the proposed amendments filed under paragraph (B) of this section, provided the amendments finally adopted are sufficiently consistent with the public notice to insure that all persons affected have been afforded a reasonable opportunity to present their views on the substance and effect of the amendments at the public hearing conducted therefor: *Jamison Plumbing & Co. v. Rose*, 14 OApp(2d) 47, 43 OO (2d) 136, 236 NE(2d) 561.

19. This section, paragraph (D), requires that the effective date of amendments to existing rules be specifically designated at the time the order adopting such amendments is issued. A declaration that the amendments will be effective ten days following their filing with the Secretary of State is insufficient: *Jamison Plumbing & Co. v. Rose*, 14 OApp(2d) 47, 43 OO(2d) 136, 236 NE(2d) 561.

20. The provisions of RC §§ 119.02 and 119.03, a part of the administrative procedure act, which have to do with the procedure for the adoption of rules by an agency subject to such act and compliance

therewith, are mandatory, and the failure by such an agency to adopt a rule as to giving notice before it initiates or takes steps to adopt a regulatory rule invalidates such regulatory rule: *In re Appeal from Rules*, 118 App 407, 25 OO(2d) 310, 195 NE(2d) 112.

#### § 119.04 Rules effective; standards; duties of secretary of state.

(A) On and after January 1, 1967, no rule shall continue in effect which was not by four p.m. on December 31, 1966, filed with the secretary of state in compliance with the following standards:

(1) Each agency filing rules with the secretary of state shall number such rules in accordance with a numbering system which the secretary of state shall devise and provide to every agency.

(2) Every rule to be filed with the secretary of state shall be typed, single-spaced, on one side of white paper of good quality, eight and one-half inches by eleven inches, leaving margins of one and one-half inches on all sides, with double space between paragraphs. Each rule shall begin on a separate sheet of paper, and no sheet shall contain parts of more than one rule. Each rule shall have an underlined subject heading following the rule number. Acceptance for filing of a rule by the secretary of state is conclusive evidence of compliance with this subdivision. The secretary of state may accept copy prepared in a uniform manner by data processing methods in lieu of typed copy to meet the requirements of this section.

(3) Each rule shall clearly state the date on which it is to be effective and the date on which it will expire, if known.

(4) Each rule which amends, supersedes, or repeals another rule shall clearly refer to the rule which is amended, superseded, or repealed. Each amendment shall fully restate the rule as amended.

(5) Three certified copies of each rule shall be filed; two of which may be carbon copies provided they are legible and are on the same weight and grade of paper required for the first copy. Every signature, stamp, or other mark carried by the first copy shall be carried identically by the other two copies.

(B) No rule adopted by any agency on or after January 1, 1967, shall be effective before the tenth day after three certified copies of such rule in final form and in compliance with the standards provided in division (A) of this section have been filed with the secretary of state. The amendment or rescission of any rule, or section of a rule, shall likewise be ineffective unless promulgated in the same manner. An emergency rule, amendment, or rescission adopted as authorized by division (F) of section 119.03 of the Revised

Code, may become effective on the date of filing with the secretary of state, but the same standards as to form shall be complied with. A rule, amendment, or rescission not adopted as an emergency in such manner shall become effective the tenth day after filing with the secretary of state unless the agency in the adoption thereof has designated a later date.

(C) The secretary of state shall bind in appropriate binders and preserve in an accessible manner all rules filed by the various agencies. One of the three copies filed may be filed without binding and one copy may be made available on loan to any law publishing company which may wish to reproduce any rule.

Any rule which has been adopted in compliance with section 119.03 of the Revised Code and which is in effect before January 1, 1967, may be divided into sections, numbered, provided with a section heading, and filed with the secretary of state to comply with the provisions of this section without carrying out the adoption procedure required by section 119.03 of the Revised Code; codification of existing rules to comply with this section shall not constitute adoption, amendment, or rescission.

HISTORY: 131 v 14. Eff 11-5-65.

Somewhat analogous to former RC § 119.04, repealed in 131 v 1897, § 2 [CG § 154-63; 120 v 358 (360); 121 v 578 (582), § 1]. Eff 11-5-65.

NOTE: As originally enacted, §§ 1 and 2 of H 628 (131 v 1897) were effective 12-31-66. However, the effective date was changed to 11-5-65 by the Secretary of State.

#### Cross-References to Related Sections

##### Insecticides, restricted use—

Effective date of rule setting forth notice of petition provided by this section, RC § 921.07

See RC § 119.03 which refers to this section.

#### Research Aids

O-Jur2d  
Admin. Law § 76  
Am-Jur2d  
Adm. Law § 287

#### § 119.05 Rules compiled for distribution. (CC § 154-66)

Each agency shall compile currently, publish, and at all times have available for distribution in book or pamphlet form all laws administered by it, all rules of general and uniform operation promulgated by it, and any of sections 119.01 to 119.13, inclusive, of the Revised Code, with which the agency is required to comply. Agencies which perform more than one function may comply with this section by compiling, publishing, and having available for distribution in separate books or pamphlets such laws, rules, and any of such sections relating to one or more functions. Such book or pamphlet shall be furnished to any

person who requests it, without charge, or upon payment of a charge not to exceed the actual cost of printing said book or pamphlet. Failure to furnish such book or pamphlet shall not invalidate any action of the agency.

HISTORY: CC § 154-66; 120 v 358 (360); 121 v 578 (582), § 1. Eff 10-1-53.

#### Cross-References to Related Sections

##### Interstate highway—

Advertising regulations, additional, director of highways to furnish, RC § 5516.03

#### Research Aids

O-Jur2d  
Admin. Law § 73  
Am-Jur2d  
Adm. Law § 287

#### CASE NOTES AND OAG

1. This section does not affect the duty of the director of health to furnish without request and free of charge a public health manual to every health commissioner in the state as prescribed by CC § 1236-1 RC § 3701.05; 1944 OAG No.6785.

§ 119.06 <sup>OK</sup> Adjudication order of agency valid and effective; hearings; periodic registration of licenses. (CC § 154-67)

No adjudication order of an agency shall be valid unless said agency is specifically authorized by law to make such order.

No adjudication order shall be valid unless an opportunity for a hearing is afforded in accordance with sections 119.01 to 119.13, inclusive, of the Revised Code. Such opportunity for a hearing shall be given before making the adjudication order except in those situations where this section provides otherwise.

The following adjudication orders shall be effective without a hearing:

(A) Orders revoking a license in cases where an agency is required by statute to revoke a license pursuant to the judgment of a court;

(B) Orders suspending a license where a statute specifically permits the suspension of a license without a hearing;

(C) Orders or decisions of an authority within an agency if the rules of the agency or the statutes pertaining to such agency specifically give a right of appeal to a higher authority within such agency or to another agency and also give the appellant a right to a hearing on such appeal.

Such sections do not require a stenographic record at a hearing except where the record of the hearing may be the basis of an appeal to court.

When a statute permits the suspension of a license without a prior hearing, any agency issuing an order pursuant to such statute shall afford the person to whom the order is issued a hearing upon request.



Whenever an agency claims that a person is required by statute to obtain a license, it shall afford a hearing upon the request of a person who claims that the law does not impose such a requirement.

Every agency shall afford a hearing upon the request of any person who has been refused admission to an examination where such examination is a prerequisite to the issuance of a license unless a hearing was held prior to such refusal.

Every agency shall afford a hearing upon the request of a person whose application for a license has been rejected and to whom the agency has refused to issue a license, whether it is a renewal or a new license, unless a hearing was held prior to the refusal to issue such license.

When periodic registration of licenses is required by law the agency shall afford a hearing upon the request of any licensee whose registration has been denied, unless a hearing was held prior to such denial.

When periodic registration of licenses or renewal of licenses is required by law, a licensee who has filed his application for registration or renewal within the time and in the manner provided by statute or rule of the agency, shall not be required to discontinue a licensed business or profession merely because of the failure of the agency to act on his application. Action of an agency rejecting any such application shall not be effective prior to fifteen days after notice of the rejection is mailed to the licensee.

**HISTORY:** GC § 154-67; 120 v 338 (361); 121 v 578 (582), § 1. EF 10-1-53.

#### Cross-References to Related Sections

Liquor permit, RC § 4303.27.1.

See RC § 119.07 which refers to this section.

#### Research Aids

##### Page

Admin. Law & Proc. § 78 et seq

##### O-Jur2d

Admin. Law §§ 88, 108, 109

##### Am-Jur2d

Adm. Law §§ 279-281, 138-140, 363

#### Law Review

The growth and regularization of the licensing process in Ohio. Francis R. Aumann. 21 CinLRev 97.

A comparative analysis of the federal and Ohio administrative procedure acts. 24 CinLRev 365.

Licensing, and administrative procedure acts. Homer W. Giles. 6 ClevMLRev 301.

#### CASE NOTES AND OAG

1. An applicant for a real estate broker's license who has been refused a license by the state board of real estate examiners on the ground that he failed to make the minimum grade of 75% at the examination given to him, by such board may ask for and

must be given an adjudication hearing before such board as provided by GC § 154-67, and §§ 154-69 to 154-71 (RC § 119.06, and 119.08 to 119.10), inclusive, at which hearing he has the burden of proving by a preponderance of the evidence that he made the minimum grade at the examination given to him by such board, and if such board makes an adjudication order following such hearing that he is not entitled to a license because of his failure to pass the examination, he may then appeal from such order to the court of common pleas as provided for under GC § 154-73 (RC § 119.12): In re Gram, 39 OO 477, 86 NE(2d) 48 (CP).

<sup>OK</sup> **§ 119.08.11** **§ 119.06.1** Agency with rule-making power may suspend license; limitation on power to limit advertising right.

Every agency authorized by law to adopt, amend, or rescind rules may suspend the license of any person, over whom such agency has jurisdiction within the purview of sections 119.01 to 119.13, inclusive, of the Revised Code, following a conviction of such person under section 2911.41 of the Revised Code. Except as otherwise expressly provided by law existing as of November 2, 1959, no agency may make rules which would limit or restrict the right of any person to advertise.

**HISTORY:** 128 v 318, § 1 (EF 11-2-59); 130 v 16. EF 1-23-63.

Style deviations in this section were corrected by the amendment in HB 1 (130 v 16). No change in the law was intended; see RC § 1.26.

#### Research Aids

##### O-Jur2d

Admin. Law § 108

##### Am-Jur2d

Adm. Law § 180

#### CASE NOTES AND OAG

1. Revised Code § 4301.03, having to do with the adoption of rules and regulations by the board of liquor control, is a specific statute and does not come within the operation of RC § 119.06.1, a part of the administrative procedure act, which limits the power of an agency to limit or restrict the right of a person to advertise: International Breweries, Inc. v. Crouch, 118 App 202, 25 OO(2d) 55, 193 NE(2d) 734.

<sup>OK</sup> **§ 119.07** Notice of hearing; contents; notice of order of suspension of license; publication of notice; effect of failure to give notice. (GC § 154-68)

Except when a statute prescribes a notice and the persons to whom it shall be given, in all cases in which section 119.06 of the Revised Code requires an agency to afford an opportunity for a hearing prior to the issuance of an order, the agency shall give notice to the party informing him of his right to a hearing. Such notice shall be given by registered mail, return receipt requested, and shall include the charges or other reasons for such proposed action, the law or rule

directly involved, and a statement informing the party that he is entitled to a hearing if he requests it within thirty days of the time of mailing the notice. The notice shall also inform the party that at the hearing he may appear in person, by his attorney, or by such other representative as is permitted to practice before the agency, or may present his position, arguments, or contentions in writing and that at the hearing he may present evidence and examine witnesses appearing for and against him. A copy of such notice shall be mailed to attorneys or other representatives of record representing the party. This paragraph does not apply to situations in which such section provides for a hearing only when it is requested by the party.

When a statute specifically permits the suspension of a license without a prior hearing, notice of the agency's order shall be sent to the party by registered mail, return receipt requested, not later than the business day next succeeding such order. Such notice shall state the reasons for the agency's action, cite the law or rule directly involved, and state that the party will be afforded a hearing if he requests it within thirty days of the time of mailing the notice. A copy of such notice shall be mailed to attorneys or other representatives of record representing the party.

Whenever a party requests a hearing in accordance with this section and section 119.06 of the Revised Code, the agency shall immediately set the date, time, and place for such hearing and forthwith notify the party thereof. The date set for such hearing shall be within fifteen days, but not earlier than seven days, after the party has requested a hearing, unless otherwise agreed to by both the agency and the party.

When any notice required by sections 119.01 to 119.13, inclusive, of the Revised Code, to be sent by registered mail, is returned because of inability to deliver, the notice required shall be published once a week for three consecutive weeks in a newspaper of general circulation in the county where the last known place of residence or business of the party is located. A copy of the newspaper, with the first publication of said notice marked, shall be mailed to the party at such address and the notice shall be deemed received as of the date of the last publication.

The failure of an agency to give the notices for any hearing required by sections 119.01 to 119.13, inclusive, of the Revised Code, in the manner provided in this section shall invalidate any order entered pursuant to such hearing.

HISTORY: GC § 154-66; 120 v 358 (362); 121 v 578 (583), § 1. EF 10-1-53.

#### Cross-References to Related Sections

##### Liquor permit—

Hearing on application for, conducted as provided in this section, RC § 4303.26.1

Radiation, notice of violence specified by this section, RC § 3701.97

Water pollution control board proceedings, RC § 6111.06

See RC § 119.09 which refers to this section.

#### Research Aids

O-Jur2d

Admin. Law § 95-97

Am-Jur2d

Admin. Law §§ 353, 398-406

#### Law Review

Licensing, and administrative procedure acts. Honner W. Giles. 6 ClevMLRev 301.

#### CASE NOTES AND OAG

1. Where an automobile dealer is charged with a violation of one section of the certificate of motor vehicle title law of which he is found not guilty, a finding of the motor vehicle dealers' licensing board suspending such dealer for alleged violation of another section of such law upon which he was not charged is not in conformity with this section, a part of the administrative procedure act, and such order of suspension is invalid: *Ohio Motor Vehicle Dealers' Board v. Memphis Auto Sales*, 103 App 347, 3 OO (2d) 377, 142 NE(2d) 268.

2. A horse trainer cited to appear before the Ohio state racing commission, who appears in person before such agency, expressly indicates he wants to proceed without counsel, specifically waives any defects in the notice of the alleged violation of a rule of such agency and consents to an amendment of the original citation to include an alleged violation of another rule of such agency, is estopped from thereafter denying the validity of such agency's order on the ground that the notice issued to him was defective in that it did not meet the requirements of this section, a part of the administrative procedure act: *Fogt v. Ohio State Racing Comm.*, 3 OApp(2d) 423, 32 OO(2d) 546, 210 NE(2d) 730.

3. The fact that a receiver of a liquor permit holder did not receive notice of the hearing before the board of liquor control, at which hearing such permit was revoked, does not invalidate such order where the record shows that the receiver was represented by attorney at the time of the hearing and thus submitted himself to the jurisdiction of the board, made no objection at the hearing to the jurisdiction of the board and in fact entered a plea of guilty: *Meyer v. Board of Liquor Control*, 69 OLA 407, 119 NE(2d) 156 (CP).

§ 119.08 Date, time, and place of adjudication hearing. (CC § 154-69)

The date, time, and place of each adjudication hearing required by sections 119.01 to 119.13, inclusive, of the Revised Code, shall be determined by the agency. If requested by the party in writing, the agency may designate as the place of hearing the county seat of the county wherein such person resides or a place within fifty miles of such person's residence.

HISTORY: GC § 154-69; 120 v 358 (362); 121 v 578 (584), § 1. EF 10-1-53.

## Research Aids

O-Jur2d  
Admin. Law § 116  
Am-Jur2d  
Admin. Law § 405

## Law Review

Licensing, and administrative procedure acts.  
Homer W. Giles. 6 ClevMLRev 301.

§ 119.09<sup>al</sup> Adjudication hearing. (CC  
§ 154-70)

For the purpose of conducting any adjudication hearing required by sections 119.01 to 119.13, inclusive, of the Revised Code, the agency may require the attendance of such witnesses and the production of such books, records, and papers as it desires, and it may take the depositions of witnesses residing within or without the state in the same manner as is prescribed by law for the taking of depositions in civil actions in the court of common pleas, and for that purpose the agency may, and upon the request of any party receiving notice of said hearing as required by section 119.07 of the Revised Code, shall, issue a subpoena for any witness or a subpoena duces tecum to compel the production of any books, records, or papers, directed to the sheriff of the county where such witness resides or is found, which shall be served and returned in the same manner as a subpoena in a criminal case is served and returned. The fees and mileage of the sheriff and witnesses shall be the same as that allowed in the court of common pleas in criminal cases. Fees and mileage shall be paid from the fund in the state treasury for the use of the agency in the same manner as other expenses of the agency are paid.

An agency may postpone or continue any adjudication hearing upon the application of any party or upon its own motion.

In any case of disobedience or neglect of any subpoena served on any person or the refusal of any witness to testify to any matter regarding which he may lawfully be interrogated, the court of common pleas of any county where such disobedience, neglect, or refusal occurs or any judge thereof, on application by the agency shall compel obedience by attachment proceedings for contempt, as in the case of disobedience of the requirements of a subpoena issued from such court, or a refusal to testify therein.

At any adjudication hearing required by sections 119.01 to 119.13, inclusive, of the Revised Code, the record of which may be the basis of an appeal to court, a stenographic record of the testimony and other evidence submitted shall be taken at the expense of the agency. Such record shall include all of the testimony and other evi-

dence, and rulings on the admissibility thereof presented at the hearing. This paragraph does not require a stenographic record at every adjudication hearing. In any situation where an adjudication hearing is required by sections 119.01 to 119.13, inclusive, of the Revised Code, if an adjudication order is made without a stenographic record of the hearing, the agency shall, on request of the party, afford a hearing or rehearing for the purpose of making such a record which may be the basis of an appeal to court. The rules of an agency may specify the situations in which a stenographic record will be made only on request of the party, otherwise such a record shall be made at every adjudication hearing from which an appeal to court might be taken.

The agency shall pass upon the admissibility of evidence, but a party may at the time make objection to the rulings of the agency thereon, and if the agency refuses to admit evidence, the party offering the same shall make a proffer thereof, and such proffer shall be made a part of the record of such hearing.

In any adjudication hearing required by sections 119.01 to 119.13, inclusive, of the Revised Code, the agency may call any party to testify under oath as upon cross-examination.

The agency, or any one delegated by it to conduct an adjudication hearing, may administer oaths or affirmations.

In any adjudication hearing required by sections 119.01 to 119.13, inclusive, of the Revised Code, the agency may appoint a referee or examiner to conduct said hearing. He shall have the same powers and authority in conducting said hearing as granted to the agency. Such referee or examiner shall have been admitted to the practice of law in the state and be possessed of such additional qualifications as the agency requires. The referee or examiner shall submit to the agency a written report setting forth his findings of fact and conclusions of law and a recommendation of the action to be taken by the agency. A copy of such written report and recommendation of the referee or examiner shall within five days of the date of filing thereof, be served upon the party or his attorney or other representative of record, by registered mail. The party may, within ten days of receipt of such copy of such written report and recommendation, file with the agency written objections to the report and recommendation, which objections shall be considered by the agency before approving, modifying, or disapproving the recommendation. The agency may grant extensions of time to the party within which to file such objections. No recommendation of the referee or examiner shall be approved, modified, or disapproved by

the agency until after ten days after service of such report and recommendation as provided in this section. The agency may order additional testimony to be taken or permit the introduction of further documentary evidence. The recommendation of the referee or examiner may be approved, modified, or disapproved by the agency, and the order of the agency based on such report, recommendation, transcript of testimony and evidence, or objections of the parties, and additional testimony and evidence shall have the same effect as if such hearing had been conducted by the agency. No such recommendation shall be final until confirmed and approved by the agency as indicated by the order entered on its record of proceedings, and if the agency modifies or disapproves the recommendations of the referee or examiner it shall include in the record of its proceedings the reasons for such modification or disapproval.

After such order is entered on its journal, the agency shall serve by registered mail, return receipt requested, upon the party affected thereby, a certified copy of the order and a statement of the time and method by which an appeal may be perfected. A copy of such order shall be mailed to the attorneys or other representatives of record representing the party.

HISTORY: GC § 154-70; 120 v 358 (363); 121 v 578 (584), § 1. Eff 10-1-53.

#### Cross-References to Related Sections

##### Liquor permit—

Hearing on application for, power of director in conducting provided by this section, RC § 4303.26.1

#### Research Aids

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Admin. Law & Proc. § 88 et seq  
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#### Law Review

The growth and regularization of the licensing process in Ohio. Francis R. Aumann. 21 CinLRev 97.

A comparative analysis of the federal and Ohio administrative procedure acts. 24 CinLRev 365.

Licensing, and administrative procedure acts. Homer W. Giles. 6 ClevMLRev 301.

### CASE NOTES AND OAC

1. This section does not authorize the board of liquor control to appoint one of its members who is an attorney as its referee or examiner to conduct a hearing and report to the board his findings of fact, conclusions of law, and recommendation of board action, but such board is authorized by RC § 4301.04 to designate any member of such board to conduct a hearing and to make up a record of the evidence, therein adduced, for review by the board as a whole. 1958 OAC No.2609.

2. Where a party to an adjudication hearing under RC § 119.01 et seq presents his position in writing and does not testify in his own behalf, the administrative agency conducting the hearing has the right under this section, to call such party to testify under oath as upon cross-examination: 1960 OAG No.1573.

3. The provisions of this section, a part of the administrative procedure act, govern the board of liquor control in the matter of admitting evidence in a hearing before it, and it is not error for the board, in a hearing before it, to deny a permittee the right to examine a witness of the board under the provisions of RC § 2317.52, which section is not controlling in such hearing: *Lakis v. Board of Liquor Control*, 120 App 163, 28 OO(2d) 423, 201 NE(2d) 605.

§ 119.09.11 § 119.091 [Effect of failure of agency to hold adjudication hearing before expiration of license.]

The failure of any agency to hold an adjudication hearing before the expiration of a license shall not terminate the request for a hearing and shall not invalidate any order entered by the agency after holding the hearing. If during or after such hearing but before the issuance of an order the existing license shall expire the adjudicatory agency shall in its order in favor of the affected party provide that the licensing authority shall renew the license upon payment of the fee prescribed by law for the renewal of the license.

HISTORY: 125 v 241. Eff 10-2-53.

#### Research Aids

##### O-Jur2d

Admin. Law §§ 109.5, 132

§ 119.10 Counsel to represent agency. (GC § 154-71)

At any adjudication hearing required by sections 119.01 to 119.13, inclusive, of the Revised Code, the record of which may be the basis of an appeal to court, and in all proceedings in the courts of this state or of the United States, the attorney general or any of his assistants or special counsel who have been designated by him shall represent the agency.

HISTORY: GC § 154-71; 120 v 358 (363); 121 v 578 (586), § 1. Eff 10-1-53.

#### Research Aids

##### O-Jur2d

Admin. Law § 66

§ 119.11 Appeal from orders affecting rules; procedure; transcript; hearing; order.

Any person adversely affected by an order of an agency in adopting, amending, or rescinding a rule or in adopting, readopting, or continuing a rule, amendment, or rescission previously adopted as an emergency rule as provided in section 119.03 of the Revised Code, may appeal to the court of common pleas of Franklin county

on the ground that said agency failed to comply with the law in adopting, amending, rescinding, publishing, or distributing said rule, or that the rule as adopted or amended by the agency is unreasonable or unlawful, or that the rescission of the rule was unreasonable or unlawful. No emergency rule, amendment, or rescission adopted as provided in division (F) of section 119.03 of the Revised Code shall be subject to an appeal during the effective period of the emergency rule, amendment or rescission.

Any person desiring to appeal shall file a notice of appeal with the agency setting forth the order appealed from and the grounds of his appeal. Such notice of appeal shall be filed within fifteen days after the order of said agency and prior to the effective date of such rule, amendment, or order of rescission and such notice shall operate as a stay of the effective date thereof unless the appeal has been heard and determined prior to such effective date. A copy of said notice of appeal forthwith shall be filed by the appellant with the court.

Within ten days after a notice of appeal is filed, the agency shall transmit to the clerk of the court of common pleas of Franklin county a transcript of its record of proceedings relating to said rule. Within three days after receiving the transcript of the record the court shall set the date, time, and place for a hearing and immediately notify the appellant and the agency thereof. Such hearing shall be held within twenty days after receiving the transcript of the record, and the decision of the court shall be rendered within thirty days after the conclusion of said hearing and shall be based upon the arguments, briefs of counsel, and the transcript of the record of proceedings as transmitted by the agency.

If the court decides that the procedural requirements in adopting, amending, or rescinding a rule have been complied with by the agency and that the rule as adopted or amended by the agency is reasonable and lawful, or that the rescission of the rule was reasonable and lawful it shall affirm the order of the agency. If the court decides that the procedural requirements in adopting, amending, or rescinding a rule have not been complied with by the agency, or that the rule as adopted or amended by the agency is unreasonable or unlawful, or that the rescission of the rule was unreasonable or unlawful, it shall declare invalid such order by said agency.

Any order of the court in reviewing on appeal an order of any agency in adopting, amending, or rescinding a rule shall be final unless an appeal is taken therefrom, but no person affected thereby shall be precluded from attacking at any time the reasonableness or legality of any rule

in its application to a particular set of facts or circumstances.

HISTORY: GC § 154-72; 120 v 353 (363); 121 v 578 (586), § 1; 126 v 103, § 1. EFF 10-11-55.

#### Cross-References to Related Sections

Board of building standards, proceedings determined by this section and Revised Code section 119.03, RC § 3781.10.1

Interstate highway advertising regulations, appeal from, RC § 5516.05

See RC § 119.03 which refers to this section.

#### Forms

##### Rates

Notice of appeal from order of an administrative agency, Nos. 101.30, 101.31.

#### Research Aids

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Admin. Law & Proc. §§ 118, 137

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#### Law Review

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1. When an administrative rule adversely affects automobile insurers and dealers, within the meaning of this section, they may appeal from such order in the manner prescribed in such section: *Motors Ins. Corp. v. Dressel*, 80 App 503, 36 OO 301, 73 NE (2d) 817.

2. A determination by a court in passing upon the legality and reasonableness of the rules adopted by the Ohio state racing commission is a judicial function; and on appeal, the review of such function under RC § 119.11 is judicial rather than adminis-

trative: *Standard "Tote," Inc. v. Ohio State Racing Comm.*, 98 App 494, 58 OO 40, 130 NE(2d) 455.

3. The administrative procedure act authorizes an appeal to the court of appeals from an adverse decision rendered by the common pleas court upon a duly perfected appeal questioning the validity of rules adopted by the Ohio state racing commission: *Standard "Tote," Inc. v. Ohio State Racing Comm.*, 98 App 494, 58 OO 40, 130 NE(2d) 455.

4. Where the enforcement of a rule of the board of liquor control would result in a gross injustice to an applicant for transfer of a liquor permit, such applicant may seek and obtain relief under the provisions of RC § 119.11: *Macriolani v. Board of Liquor Control*, 98 App 500, 58 OO 42, 130 NE(2d) 380.

6. A motion for a new trial, filed within the time provided by law, seeking a re-examination of issues of law adjudged by the common pleas court upon an appeal from an administrative agency taken pursuant to this section, results in tolling the time for taking an appeal to the court of appeals; and the common pleas court errs to the prejudice of the appellant in striking such motion for a new trial from the files: *In re Appeal from Board of Liquor Control*, 103 App 517, 4 OO(2d) 21, 146 NE(2d) 309.

7. Upon perfection of the appeal, this section requires a hearing and a decision based upon the arguments, briefs, and the transcript of the record of the proceedings of the agency. No provision is made for the taking of additional testimony such as is provided in RC § 119.12: *In re Appeal from Board of Liquor Control*, 103 App 517 (520), 4 OO(2d) 21, 146 NE(2d) 309.

8. Although this section contemplates an appeal to the court of appeals no specific provision is made therein as is found in RC § 119.12: *In re Appeal from Board of Liquor Control*, 103 App 517 (520), 4 OO(2d) 21, 146 NE(2d) 309.

9. It seems apparent that the appeal provided in this section is an error proceeding unlike the so-called "hybrid" review provided in RC § 119.12, wherein the court appraises all the evidence as to the credibility of witnesses, the probative character and the weight to be given the evidence: *In re Appeal from Board of Liquor Control*, 103 App 517 (520), 4 OO(2d) 21, 146 NE(2d) 309.

10. Under this section a person affected by an order of an administrative agency may attack, at any time, the reasonableness or legality of any rule adopted by such agency in its application to a particular set of facts or circumstances: *In re Topper*, 109 App 289, 11 OO(2d) 49, 165 NE(2d) 19.

11. Rule 311 of the rules and regulations of the Ohio state racing commission, so far as it provides for the suspension, diminution or revocation of the permit of a holder thereof where a horse entered in a race at his track is found to be stimulated or doped by a drug, is invalid: *Ohio Thoroughbred Racing Assn. v. Ohio State Racing Comm.*, 114 App 80, 18 OO(2d) 371, 180 NE(2d) 276.

12. In an appeal under this section from an order of the board of liquor control adopting a regulation, within ten days after the notice of appeal is filed in the common pleas court the board is required to transmit to the clerk of court a transcript of its record of proceedings relating to the adoption of the regulation: *Maggiore v. Board of Liquor Control*, 115 App 131, 20 OO(2d) 234, 184 NE(2d) 248.

13. An appeal from the common pleas court under the provisions of this section (from an administrative

board) is an error proceeding, and the statutory procedures and appellate court rules applicable to appeals on questions of law apply thereto: *In re Board of Liquor Control's Amendments*, 115 App 243, 20 OO(2d) 320, 184 NE(2d) 767.

14. In an appeal under this section from an order adopting an amendment to certain of its rules by the board of liquor control, altering only the percentage markup in the minimum price formula established for the sale of wine under authority of RC § 4301.13, the attack made must be limited to the operation of such rule as amended, and the court is not required to affirmatively find that the action of the board is supported by reliable, probative and substantial evidence but only whether the adopting procedure was proper and the amendment adopted reasonable and lawful: *In re Board of Liquor Control's Amendments*, 115 App 243, 20 OO(2d) 320, 184 NE(2d) 767.

15. The law does not require a vain attempt to prove one is adversely affected within the meaning of this section of the administrative procedure act relating to rule changes, beyond the fact that he is amenable to and controlled by the rules and objects to them as placing him in an unfavorable position different from that which he had before the new rules: *Columbus Green Cabs, Inc. v. Board of Review*, 88 OLA 107, 184 NE(2d) 257 (CP).

16. In an appeal to the common pleas court, under this section, from an order of an administrative agency adopting a rule, there is no burden on the agency to prove that the rule, as adopted, was supported by the evidence before it or that such rule is not unreasonable or unlawful: *Long v. Division of Watercraft*, 118 App 369, 25 OO(2d) 262, 195 NE(2d) 128.

17. Where the board of liquor control fails to transmit a complete record of the proceedings before it to the court of common pleas, as required by this section on appeal from an order of the board affecting a regulation adopted by the board, the cause must be remanded to the board for a compliance with such statutory requirement: *Maggiore v. Board of Liquor Control*, 120 App 313, 29 OO(2d) 129, 201 NE(2d) 906.

18. The provision of this section as to finality of order, applies only to those issues which can be presented in an appeal under that section: *Maggiore v. Department of Liquor Control*, 4 OApp(2d) 255, 33 OO(2d) 308, 211 NE(2d) 916.

19. If the unreasonableness or illegality of an administrative rule in its application to a particular set of facts or circumstances is determined, then such rule has no force or validity, as so applied, by virtue of the last paragraph of this section and, upon such determination, no issue of its constitutionality may be determined in an appeal under the provisions of RC § 119.12: *Battles v. Ohio State Racing Comm.*, 12 OApp(2d) 52, 41 OO(2d) 100, 230 NE(2d) 632.

20. In an appeal under the provisions of RC § 119.12, a common pleas court does not have jurisdiction to review the reasonableness and lawfulness, in its general application, of a rule adopted by an administrative agency but derives jurisdiction under the provisions of the last paragraph of RC § 119.11 to review the reasonableness or legality of the rule in its application to the particular set of facts or circumstances involved in the adjudication pertaining to licensing resulting in the order from which the appeal under § 119.12 has been perfected: *Battles v. Ohio State*



Racing Comm., 12 OApp(2d) 52, 41 OO(2d) 100, 230 NE(2d) 662.

21. Where amendments to the Ohio building code allow the restricted use of previously prohibited material, the sole fact that an installer of such material is thereafter permitted to partially do that which he was totally prevented from doing before does not preclude him from being a person adversely affected by the amendments: Jamison Plumbing & Co. v. Rose, 14 OApp(2d) 47, 43 OO(2d) 136, 236 NE(2d) 561.

### § 119.12 Appeal by party adversely affected.

Any party adversely affected by any order of an agency issued pursuant to an adjudication denying an applicant admission to an examination, or denying the issuance or renewal of a license, registration of a licensee, or revoking or suspending a license, may appeal from the order of the agency to the court of common pleas of the county in which the place of business of the licensee is located or the county in which the licensee is a resident, provided that appeals from decisions of the liquor control commission may be to the court of common pleas of Franklin county. If any such party is not a resident of and has no place of business in Ohio, he may appeal to the court of common pleas of Franklin county.

Any party adversely affected by any order of an agency issued pursuant to any other adjudication may appeal to the court of common pleas of Franklin county, except that appeals from orders of the fire marshal, issued under section 3737.20 of the Revised Code, may be to the court of common pleas of the county in which the building of the aggrieved person is located.

This section does not apply to appeals from the department of taxation.

Any party desiring to appeal shall file a notice of appeal with the agency setting forth the order appealed from and the grounds of his appeal. A copy of such notice of appeal shall also be filed by appellant with the court. Unless otherwise provided by law relating to a particular agency, such notices of appeal shall be filed within fifteen days after the mailing of the notice of the agency's order as provided in this section.

The filing of a notice of appeal shall not automatically operate as a suspension of the order of an agency. If it appears to the court that an unusual hardship to the appellant will result from the execution of the agency's order pending determination of the appeal, the court may grant a suspension and fix its terms. In the event an appeal is taken from the judgment of the court and the court has previously granted a suspension of the agency's order as provided in this section such suspension of the agency's order shall not be vacated and shall be given full force

and effect until the matter is finally adjudicated. No renewal of a license or permit shall be denied by reason of such suspended order during the period of the appeal from the decision of the court of common pleas. The final order of adjudication may apply to any renewal of a license or permit which has been granted during the period of the appeal.

Within twenty days after receipt of notice of appeal from an order in any case wherein a hearing is required by sections 119.01 to 119.13, inclusive, of the Revised Code, the agency shall prepare and certify to the court a complete record of the proceedings in the case. Failure of the agency to comply within the time allowed shall, upon motion, cause the court to enter a finding in favor of the party adversely affected. Additional time, however, may be granted by the court, not to exceed ten days, when it is shown that the agency has made substantial effort to comply. Such record shall be prepared and transcribed and the expense thereof shall be taxed as a part of the costs on the appeal. The appellant must provide security for costs satisfactory to the court of common pleas. Upon demand by any interested party, the agency shall furnish at the cost of the party requesting it a copy of the stenographic report of testimony offered and evidence submitted at any hearing and a copy of the complete record.

Unless otherwise provided by law, in the hearing of the appeal the court is confined to the record as certified to it by the agency. Unless otherwise provided by law, the court may grant a request for the admission of additional evidence when satisfied that such additional evidence is newly discovered and could not with reasonable diligence have been ascertained prior to the hearing before the agency.

The court shall conduct a hearing on such appeal and shall give preference to all proceedings under sections 119.01 to 119.13, inclusive, of the Revised Code, over all other civil cases, irrespective of the position of the proceedings on the calendar of the court. The hearing in the court of common pleas shall proceed as in the trial of a civil action, and the court shall determine the rights of the parties in accordance with the laws applicable to such action. At such hearing counsel may be heard on oral argument, briefs may be submitted, and evidence introduced if the court has granted a request for the presentation of additional evidence.

The court may affirm the order of the agency complained of in the appeal if it finds, upon consideration of the entire record and such additional evidence as the court has admitted, that the order is supported by reliable, probative, and substantial evidence and is in accordance with law. In

the absence of such a finding, it may reverse, vacate, or modify the order or make such other ruling as is supported by reliable, probative, and substantial evidence and is in accordance with law. The judgment of the court shall be final and conclusive unless reversed, vacated, or modified on appeal. Such appeals may be taken either by the party or the agency and shall proceed as in the case of appeals in civil actions as provided in sections 2505.01 to 2505.45, inclusive, of the Revised Code. Such appeal by the agency shall be taken on questions of law relating to the constitutionality, construction, or interpretation of statutes and rules and regulations of the agency and in such appeal the court may also review and determine the correctness of the judgment of the court of common pleas that the order of the agency is not supported by any reliable, probative, and substantial evidence in the entire record. Such appeals may be taken regardless of the fact that a proceeding was pending prior to the amendment of this section expressly authorizing such appeals, provided such appeals are perfected by the filing of notice of appeal within the time prescribed by section 2505.07 of the Revised Code.

The court shall certify its judgment to such agency or take such other action necessary to give its judgment effect.

**HISTORY:** GC § 154-73; 129 v 358 (356); 121 v 578 (587), § 1; 124 v 202 (203), § 1; 125 v 488 (Eff 10-21-55); 128 v 1116, § 1 (Eff 11-4-59); 130 v 16, § 1. Eff 9-2-63.

#### Cross-References to Related Sections

Boiler inspection certificate, revocation of—

Appeal in accord with this section, RC § 4104.09  
Credit life insurance policies, judicial review of proposed withdrawal provided by this section, RC §§ 3918.07, 3918.13

Liquor control commission, appeal to—

Stay order in effect as result of suspension under this section, RC § 4301.28

State fire marshal, appeal from final order of, RC § 3737.21.

Suspension or revocation of liquid disposal permit—  
Appeal taken under this section where denial is lack of approval of agency other than division of oil and gas, RC § 1509.08.1

See RC § 119.12.1 which refers to this section.

#### Forms

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#### Research Aids

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#### Law Review

Predicting scope of judicial review of board of tax appeals decisions. 19 CinLRev 486.

The scope of review under recent amendments to the Ohio administrative procedure act. (Editorial note.) 23 CinLRev 307.

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The effect of the Ohio administrative procedure act on procedure before the board of liquor control. Isadore Topper. 13 OSLJ 451.

Right of appeal by administrative authority from adverse judicial rulings. Ervin H. Pollack and Harriet S. Martin. 14 OSLJ 408.

A comparative analysis of the federal and Ohio administrative procedure acts. 24 CinLRev 365.

Ohio administrative law and procedure—recent developments. Maurice C. Culp. 14 WestResLRev 765.

The administrative appeal—Ohio's jurisdictional morass. James C. France. 39 OBar (No.49) 1435.

Ohio sovereign immunity. Ronald E. Schultz. 28 OSLJ 75.

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1. On an appeal from an order of an agency revoking a license, the common pleas court may affirm that order only "if it finds, upon consideration of the entire record and such additional evidence as the court has admitted, that the order is supported by reliable, probative, and substantial evidence and is in accordance with law"; and this means that such evidence must not only exist but must be in the record in order to support an affirmation: *Doelker v. Accountancy Board*, 12 OS (2d) 76, 41 OO(2d) 328, 232 NE(2d) 407.

2. This section stating that "after receipt of notice of appeal from an order in any case . . . the agency shall prepare and certify to the court a complete record of the proceedings in the case," does not require that all members of a multimember agency, such as the racing commission, certify such record: *McKenzie v. Ohio State Racing Comm.*, 5 OS(2d) 229, 34 OO(2d) 463, 215 NE(2d) 397.

3. There is a sufficient certification by "the agency" under this section, where a member or employee of the agency certifies that what purports to be a record of such proceedings "is a complete record" thereof, that "any copies of material herein . . . are certified to be true copies of the original



matter," and that such certificate is made "by order of the" agency "and acting in its behalf," unless it is made to appear affirmatively that the one so certifying did not have authority to do so or that the record so certified is not a complete record of the proceedings: *McKenzie v. Ohio State Racing Comm.*, 5 OS(2d) 229, 34 OO(2d) 463, 215 NE(2d) 397.

4. "A . . . record of the proceedings in the case," before an administrative agency may be "complete" within the meaning of this section, even though it contains a certified copy of and not the original of the final order of the agency, which copy is taken from the original minutes of the meeting of the agency where such final order is recorded: *McKenzie v. Ohio State Racing Comm.*, 5 OS(2d) 229, 34 OO(2d) 463, 215 NE(2d) 397.

5. Where an appeal from an order of an administrative agency has been duly made to the common pleas court pursuant to this section and the agency has not prepared and certified to the court a complete record of the proceedings within twenty days after receipt of the notice of appeal and the court has granted the agency no additional time to do so, the court must, upon motion of the appellant, enter a finding in favor of the appellant and render a judgment for the appellant: *Matash v. State*, 177 OS 55, 29 OO(2d) 153, 202 NE(2d) 305.

6. An order of the state personnel board of review issued on appeal from a final decision of an appointing authority relative to layoff is appealable to the court of common pleas of Franklin county pursuant to the provisions of this section: *State ex rel Kendrick v. Masheter*, 176 OS 232, 27 OO(2d) 128, 199 NE(2d) 13.

7. There is no constitutional or legislative authority for an appeal by the board of liquor control, the department of liquor control, or the director of liquor control from a judgment of the court of common pleas rendered on appeal from a decision of the board of liquor control: *Corn v. Board of Liquor Control*, 160 OS 9, 50 OO 479, 113 NE(2d) 360.

8. Where the court of common pleas reverses an order of the board of liquor control, such board may appeal to the court of appeals for Franklin county, which court may affirm or reverse the judgment of the court of common pleas, in accordance with the provisions of RC § 119.12, but in doing so must be guided by the nature and scope of the appellate jurisdiction of the court of common pleas under such section: *Andrews v. Board of Liquor Control*, 164 OS 275, 58 OO 51, 131 NE(2d) 390.

9. Under GC § 154-73, as amended in 1951 (RC § 119.12), in an appeal from the board of liquor control to the court of common pleas of Franklin county, that court must give consideration to the entire record before the board of liquor control, including all evidence offered before the board, and such additional evidence as the court may admit, and must appraise all such evidence as to the credibility of witnesses, the probative character of the evidence and the weight to be given it, and, if from such a consideration it finds that the board's order is not supported by reliable, probative and substantial evidence and is not in accordance with law, the court is authorized to reverse, vacate, or modify the order of the board: *Andrews v. Board of Liquor Control*, 164 OS 275, 58 OO 51, 131 NE(2d) 390.

10. Under this section, as amended in 1953 (125 v 488), an administrative agency may appeal from a judgment of the court of common pleas, rendered on appeal from a decision of such agency, only upon questions of law relating to the constitutionality, construction or interpretation of statutes and rules

and regulations of the agency, but when such appeal is perfected, the reviewing court has jurisdiction to review and determine the correctness of the judgment of the court of common pleas that the order of the agency is not supported by any reliable, probative and substantial evidence in the entire record: *Katz v. Department of Liquor Control*, 166 OS 229, 2 OO(2d) 54, 141 NE(2d) 294.

11. This section contemplates an appeal from four specific types of adjudication: (1) denial to an applicant of admission to an examination; (2) denial of the issuance or renewal of a license; (3) denial of the registration of a licensee; and (4) revocation or suspension of a license: *Welsh v. Ohio State Medical Board*, 168 OS 520, 522, 7 OO(2d) 389, 156 NE(2d) 740.

12. The statute, in order to give meaning to all its provisions, must be interpreted as if the word, "licensee," is interchangeable with the words, "such party," where it relates to place of business or residence: *Welsh v. Ohio State Medical Board*, 168 OS 520, 522, 7 OO(2d) 389, 156 NE(2d) 740.

13. On appeal from an order of an agency (as defined in RC § 119.01) to the court of common pleas, the power of the court to modify such order is limited to the ground set forth in this section, i.e., the absence of a finding that the order is supported by reliable, probative, and substantial evidence: *Henry's Cafe, Inc. v. Board of Liquor Control*, 170 OS 233, 10 OO(2d) 177, 163 NE(2d) 878.

14. The administrative procedure act, in this section, permits any person adversely affected by any order, issued pursuant to an adjudication and denying the issuance of a license, to appeal from the decision of the board of liquor control to the court of common pleas of Franklin county: *State ex rel Stein v. Sohngen*, 147 OS 359, 34 OO 283, 71 NE(2d) 483.

15. The word, "appeal," as used in this section, means the proceedings whereby a court reviews the action or decision of an administrative agency and affirms, reverses, vacates or modifies an order of the agency complained of in the appeal. The court may not substitute its judgment for that of the agency but is confined to determining the rights of the parties in accordance with the statutes and other law applicable: *Farrand v. State Medical Board*, 151 OS 222, 39 OO 41, 85 NE(2d) 113.

16. The word, "appeal," as used in this section, does not authorize a trial de novo of the matter which was before an administrative agency: *Farrand v. State Medical Board*, 151 OS 222, 39 OO 41, 85 NE(2d) 113.

17. If the unreasonableness or illegality of an administrative rule in its application to a particular set of facts or circumstances is determined, then such rule has no force or validity, as so applied, by virtue of the last paragraph of this section and, upon such determination, no issue of its constitutionality may be determined in an appeal under the provisions of RC § 119.12: *Battles v. Ohio State Racing Comm.*, 12 OApp(2d) 52, 41 OO(2d) 100, 230 NE(2d) 662.

18. In an appeal under the provisions of RC § 119.12, a common pleas court does not have jurisdiction to review the reasonableness and lawfulness, in its general application, of a rule adopted by an administrative agency but derives jurisdiction under the provisions of the last paragraph of RC § 119.11 to review the reasonableness or legality of the rule in its application to the particular set of facts or circumstances involved in the adjudication pertaining to licensing resulting in the order from which the appeal under

§ 119.12 has been perfected: *Battles v. Ohio State Racing Comm.*, 12 OApp(2d) 52, 41 OO(2d) 100, 230 NE(2d) 662.

19. When the only copy of the adjudication order contained in the record of proceedings of an administrative board certified to a common pleas court in connection with an appeal to that court by a party adversely affected by such order is itself contained in an unsigned copy of a letter addressed to such person, certified in that copy to be such, the requirements of this section, that the board prepare and certify a complete record of the proceedings in the case have not been complied with, and, upon motion, the common pleas court is required to enter a finding in favor of the party adversely affected by the adjudication order: *Young v. Board of Review*, 9 OApp(2d) 25, 38 OO(2d) 33, 222 NE(2d) 789.

20. The provisions of this section, requiring an administrative agency to certify a complete record and requiring the court to enter a finding in favor of the appellant where the agency fails to so certify are mandatory: *Brockmeyer v. Ohio Real Estate Comm.*, 5 OApp(2d) 161, 34 OO(2d) 301, 214 NE(2d) 265.

21. There is no provision in this section, which authorizes either the common pleas court or the court of appeals to order a diminution of the record by an administrative agency to correct an omission or other deficiency in the record as certified, where the time within which to certify has expired: *Brockmeyer v. Ohio Real Estate Comm.*, 5 OApp(2d) 161, 34 OO(2d) 301, 214 NE(2d) 265.

22. A record certified by an agency, which does not contain the agency's order, is not a "complete record of the proceedings" as required by this section: *Brockmeyer v. Ohio Real Estate Comm.*, 5 OApp(2d) 161, 34 OO(2d) 301, 214 NE(2d) 265.

23. As effective in June, 1963, RC chapter 3769, pertaining to the Ohio state racing commission, did not grant authority to the chairman of the commission with respect to the certification of records, and a certification by the chairman alone, is not a compliance with the requirements of this section: *McKenzie v. Ohio State Racing Comm.*, 1 OApp(2d) 283, 30 OO(2d) 299, 204 NE(2d) 569.

24. A certification of the record by an administrative agency pursuant to this section must be by the "agency," unless the specific statutory provisions applicable to the particular agency modify the effect of this section: *McKenzie v. Ohio State Racing Comm.*, 1 OApp(2d) 283, 30 OO(2d) 299, 204 NE(2d) 569.

25. In an appeal from a decision of the Ohio real estate commission, to the common pleas court, the transmittal of a record filed in the common pleas court and consisting of a group of detached exhibits, none of which bears the filing stamp of the commission, and papers, some of which are merely unsigned carbon copies of letters, accompanied by a letter of transmittal bearing only the rubber stamp facsimile of the signature of the secretary of the commission, is not a certification of a complete record of the proceedings in the case, as required by this section: *Board of Real Estate Examiners v. Peth*, 4 OApp(2d) 413, 33 OO(2d) 501, 213 NE(2d) 188.

26. A record certified by an administrative agency pursuant to this section, must contain the original documents. There is no basis for the substitution of copies for original documents, at least without the consent of the parties: *McKenzie v. Ohio State Racing Comm.*, 1 OApp(2d) 283, 30 OO(2d) 299, 204 NE(2d) 569.

27. A motion objecting to a record certified by an administrative agency under this section is timely if filed any time prior to the final judgment: *McKenzie v. Ohio State Racing Comm.*, 1 OApp(2d) 283, 30 OO(2d) 299, 204 NE(2d) 569.

28. An order of the state personnel board of review issued on appeal from a final decision of an appointing authority relative to layoff is not appealable to the court of common pleas of the county in which the employee resides, under RC § 143.27, but is appealable exclusively to the court of common pleas of Franklin county pursuant to the provisions of RC § 119.12: *In re Zeigler*, 1 OApp(2d) 336, 30 OO(2d) 344, 204 NE(2d) 692.

29. The overruling by the board of liquor control of a motion to make a departmental order definite and certain is not a final order within the provisions of this section and is not appealable: *Roxy Musical Bar, Inc. v. Board of Liquor Control*, 1 OApp(2d) 489, 30 OO(2d) 461, 205 NE(2d) 118.

30. A rule of the common pleas court, authorizing the dismissal of an appeal for want of prosecution upon failure of the appellant to file his brief or his demand for a transcript of the record, is invalid insofar as it applies to an appeal from an order of an agency under the provisions of this section: *Grecian Gardens, Inc. v. Board of Liquor Control*, 2 OApp(2d) 112, 31 OO(2d) 168, 206 NE(2d) 587.

31. An appeal from an order of the board of liquor control to the common pleas court may not be dismissed without examination of the record to find whether the order appealed from is or is not supported by "reliable, probative and substantial evidence," as required by this section: *Grecian Gardens, Inc. v. Board of Liquor Control*, 2 OApp(2d) 112, 31 OO(2d) 168, 206 NE(2d) 587.

32. The additional ten-day period provided in this section for an administrative agency to certify the record to the common pleas court must be computed with reference to the date of the notice of appeal, and the failure of the agency to fully comply within a total of thirty days requires a reversal of the agency's order and a judgment for the party adversely affected by its order: *McKenzie v. Ohio State Racing Comm.*, 1 OApp(2d) 283, 30 OO(2d) 299, 204 NE(2d) 569.

33. Where, in such an appeal, the trial court has made no specific determination as to the meaning or application of a particular statute, rule or regulation, the court of appeals is without jurisdiction to review the judgment of the common pleas court: *Mentor Marinas, Inc. v. Board of Liquor Control*, 1 OApp(2d) 219, 30 OO(2d) 252, 204 NE(2d) 404.

34. In such an appeal, the jurisdictional question as to the constitutionality, construction, or interpretation of statutes, rules and regulations is sufficiently presented to confer jurisdiction upon the court of appeals by a specific finding by the trial court as to the meaning or application of a particular statute, rule or regulation: *Mentor Marinas, Inc. v. Board of Liquor Control*, 1 OApp(2d) 219, 30 OO(2d) 252, 204 NE(2d) 404.

35. The right of an administrative agency to appeal to the court of appeals from an adverse judgment of the common pleas court is, under the provisions of this section limited to an appeal on questions of law "relating to the constitutionality, construction, or interpretation of statutes and rules and regulations of the agency": *Mentor Marinas, Inc. v. Board of Liquor Control*, 1 OApp(2d) 219, 30 OO(2d) 252, 204 NE(2d) 404.

36. In an appeal from a decision of the board of liquor control to the common pleas court, the re-

quirement of this section that "the agency shall prepare and certify to the court a complete record of the proceedings in the case," is satisfied by a certification of a complete record of the proceedings by the clerk of the board of liquor control: *Tisone v. Board of Liquor Control*, 1 OApp(2d) 126, 30 OO(2d) 153, 204 NE(2d) 82.

37. Where the board of liquor control, following a hearing at which permittee's preliminary motions are overruled, finds "the permittee in violation of charges set forth" and by subsequent order suspends permittee's license and recites the number of days for which such license is suspended, such findings of a "violation of charges" lacks the finality necessary pursuant to the provisions of this section and is not subject to appeal. In such instance, the board retains jurisdiction to continue hearings, and such subsequent order only provides the necessary basis for an appeal: *Lakis v. Board of Liquor Control*, 120 App 163, 28 OO(2d) 423, 201 NE(2d) 605.

38. The board of liquor control cannot appeal pursuant to this section from a judgment of a common pleas court reversing a decision of such board, where no question of law was before such common pleas court which merely held in its journal entry that "the decision of the board of liquor control is not sustained by substantial, probative and reliable evidence and is not in accordance with law": *Zarachowicz v. Board of Liquor Control*, 119 App 133, 26 OO(2d) 331, 197 NE(2d) 370.

39. The Ohio real estate commission, formerly denominated state board of real estate examiners, on an appeal from an order adversely affecting a licensee to the common pleas court is required by this section to prepare and certify to such court a complete record of the proceedings in the case by affixing the signatures thereto of the three commissioners of the Ohio real estate commission: *Ohio Real Estate Comm. v. Evans*, 119 App 1, 26 OO(2d) 92, 196 NE(2d) 338.

40. The signature of the secretary of the Ohio real estate commission on a record of proceedings in which an appeal is taken from its order to the common pleas court is not a compliance with this section: *Ohio Real Estate Comm. v. Evans*, 119 App 1, 26 OO(2d) 92, 196 NE(2d) 338.

41. Pursuant to this section, that, within twenty days after receipt of notice of appeal in an applicable case, the state personnel board of review "shall prepare and certify to the court a complete record of the proceedings in the case," an appeal from such board will be dismissed where, in the papers forwarded by such board, there is no copy of any notice of appeal, no certificate of statement that all the original papers were forwarded, and no certificate authenticating the transcript or record of testimony: *Minarik v. Board of Review*, 118 App 71, 24 OO(2d) 394, 193 NE(2d) 396.

42. The board of liquor control may appeal from a decision of a court of common pleas which interprets a regulation of such board and finds such regulation and the enactment thereof to be an abuse of discretion and invalid: *Zarachowicz v. Board of Liquor Control*, 117 App 173, 23 OO(2d) 364, 191 NE(2d) 738.

43. An order of the state personnel board of review classifying employees in the attorney general's office is appealable, pursuant to the provisions of RC Chapter 119, and RC § 143.01.1: *Graul v. Board of Review*, 117 App 103, 23 OO(2d) 216, 191 NE(2d) 188.

44. Pursuant to the provisions of this section, an order of the common pleas court reversing a decision

of the board of liquor control as not supported by reliable, probative and substantial evidence may not be appealed by the board of liquor control: *Cranwood Steak House, Inc. v. Board of Liquor Control*, 115 App 463, 21 OO(2d) 79, 185 NE(2d) 576.

45. On an appeal to the common pleas court from an order of the motor vehicle dealers' and salesmen's licensing board sustaining an order of the registrar of motor vehicles rejecting the application of a licensed motor vehicle salesman to transfer his license from a former employer to a new employer, where the record before the court is not a complete record of the proceedings in the case, as required by this section, a judgment of affirmance, based upon a finding that the order is supported by reliable, probative and substantial evidence, is against the manifest weight of the evidence: *Blankenship v. Braden*, 114 App 200, 19 OO(2d) 91, 181 NE(2d) 275.

46. On an appeal to the motor vehicle dealers' and salesmen's licensing board from an order of the registrar of motor vehicles summarily rejecting the application of a motor vehicle salesman for reinstatement and transfer of his license from his former employer to his new employer, the procedure before the board must be in strict compliance with the provisions of the administrative procedure act: *Blankenship v. Braden*, 114 App 200, 19 OO(2d) 91, 181 NE(2d) 275.

47. In an appeal to the common pleas court from an order of the veterinary medical board suspending a license to practice veterinary medicine, where the board fails to prepare and certify to the court a complete record of the proceedings in the case within ten days, as required by this section, the sustaining of the appellant's motion for judgment in his favor is not erroneous: *Stephan v. State Veterinary Medical Board*, 113 App 538, 18 OO(2d) 177, 180 NE(2d) 302.

48. The word, "shall," as used in the provision of this section requiring that, in an appeal to the common pleas court from certain orders of an administrative agency, "within ten days . . . after receipt of notice of appeal . . . the agency shall prepare and certify to the court a complete record of the proceedings in the case," is a mandatory requirement: *Stephan v. State Veterinary Medical Board*, 113 App 538, 18 OO(2d) 177, 180 NE(2d) 302.

49. The court of common pleas has no authority to modify the penalty imposed by the board of liquor control revoking a liquor permit for violations of the liquor control act, where, on an appeal from such order of the board, the court considers the entire record and the evidence before it and determines that the order of the board is supported by reliable, probative and substantial evidence: *Evans v. Board of Liquor Control*, 112 App 264, 16 OO(2d) 167, 172 NE(2d) 336.

50. There is no provision whereby the state medical board is empowered to reconsider an application seeking the reinstatement of a license after an order revoking a license has become final either on appeal or by reason of the failure of the licensee to appeal as provided by this section: *Welsh v. Ohio State Medical Board*, 111 App 79, 12 OO(2d) 267, 165 NE(2d) 658.

51. Upon an appeal to the common pleas court from an order of an administrative agency, such court, in the absence of a finding that such order is not supported by reliable, probative and substantial evidence and is not in accordance with law, may not modify the penalty imposed by such agency; but the court of appeals, upon review of a judgment of the court of common pleas, made pursuant to this section, has jurisdiction to consider and review the

record of the proceedings before the agency and in the common pleas court to determine whether such court may have erred in finding that such order is supported by reliable, probative and substantial evidence and is in accordance with law: *State Racing Comm. v. Robertson*, 111 App 435, 14 OO(2d) 456, 172 NE(2d) 628.

52. Where, on appeal by the board of liquor control from a decision of the court of common pleas reversing a ruling of the board suspending a liquor permit, it appears that the trial court found insufficient evidence of an element necessary to be proved, and only a question of fact is presented on such appeal, a motion to dismiss such appeal will be sustained: *Swallow Bar, Inc. v. Board of Liquor Control*, 111 App 279, 14 OO(2d) 201, 170 NE(2d) 747.

53. Revised Code § 4743.03 is permissive, and the review provided for therein is not a prerequisite to an appeal to the courts under RC § 119.12: *State ex rel Buchard v. State Board of Examiners*, 119 App 286, 13 OO(2d) 43, 163 NE(2d) 391.

54. Where an appeal on questions of law relating to the construction or interpretation of this section, a part of the administrative procedure act, is perfected to the court of appeals from the common pleas court, the court of appeals is permitted to review and determine the correctness of the judgment of the common pleas court; and, in such review and determination, the court of appeals must follow the same procedure enjoined by this section on the common pleas court in arriving at its determination: *In re Topper*, 109 App 289, 11 OO(2d) 49, 165 NE(2d) 19.

55. Under the provisions of this section the court of common pleas may grant a request for the admission of additional evidence when satisfied that such additional evidence is newly discovered and could not with reasonable diligence have been ascertained prior to the hearing before the agency from which an appeal to such court is taken: *In re Topper*, 109 App 289, 11 OO(2d) 49, 165 NE(2d) 19.

56. The jurisdiction of the court of appeals, in an appeal by an administrative agency from a judgment of a common pleas court on appeal from an order of such agency, is limited and controlled by the provisions of this section, a part of the administrative procedure act: *In re Topper*, 109 App 289, 11 OO(2d) 49, 165 NE(2d) 19.

57. In an appeal from a final order of the industrial commission to the common pleas court under RC § 4123.51 (125 v 1016), a hearing by the court or jury is mandatory under this section (a part of the administrative procedure act): *Cleere v. Inland Mfg. Div.*, 109 App 192, 10 OO(2d) 402, 164 NE(2d) 595.

58. The board of liquor control may appeal from a judgment of the common pleas court, rendered on appeal from an order of the board, only upon questions of law relating to the constitutionality, construction or interpretation of statutes and rules and regulations of the board: *Buckeye Lake Hotel Co. v. Board of Liquor Control*, 108 App 413, 9 OO(2d) 379, 154 NE(2d) 646.

59. Under the provisions of this section a reviewing court has the power to modify an order of the board of liquor control appealed from, only when it does not find that such order is supported by "reliable, probative, and substantial evidence"; and where such court finds that an order of the board of liquor control is supported by "reliable, probative and substantial evidence and is in accordance with law" it has no authority to modify the penalty imposed by such board: *Buckeye Lake Hotel Co. v.*

*Board of Liquor Control*, 108 App 417, 9 OO(2d) 381, 159 NE(2d) 632.

60. Under this section the department of liquor control may appeal from a ruling of the court of common pleas, only on questions of law relating to the "constitutionality, construction or interpretation of statutes and rules and regulations of the" department, and is not authorized to appeal where the only error complained of is a ruling by the court of common pleas on the defense of entrapment: *Gay v. Board of Liquor Control*, 106 App 59, 6 OO(2d) 313, 151 NE(2d) 686.

61. On appeal from a judgment of the court of common pleas entered on appeal from an order of the state board of real estate examiners and under authority of this section, providing for appeal to that court by a party adversely affected by an order of any agency denying the issuance or renewal of a license or revoking or suspending a license, the court of appeals has jurisdiction to reverse, vacate or modify the judgment, and where in such a case, the court of appeals is of the opinion that a penalty of revocation of a real estate salesman's license is entirely too harsh and severe under all the facts and circumstances shown by the record, it may reverse a judgment affirming the order revoking the license and modify the judgment to a suspension for a specified time, fixed by the court: *Carpenter v. Sinclair*, 106 App 211, 6 OO(2d) 461, 149 NE(2d) 150.

62. The common pleas court, on an appeal taken under this section, from an order of the state board of real estate examiners revoking the license of a real estate broker for misconduct, may, where it finds that "the penalty imposed is unduly extreme and harsh," modify the order of the board and impose a lesser penalty: *Jenkins v. Board of Real Estate Examiners*, 106 App 391, 7 OO(2d) 154, 152 NE(2d) 282.

63. In an appeal from the board of liquor control to the common pleas court, in the absence of a request by the appellant to present new evidence, a hearing upon the transcript of the proceedings and testimony before the board, the original papers and the briefs and arguments of counsel, is a full and complete hearing as contemplated by RC § 119.12: *City Products Corp. v. Board of Liquor Control*, 106 App 494, 7 OO(2d) 225, 153 NE(2d) 153.

64. In an appeal from the order of an administrative agency to the common pleas court, the hearing contemplated by this section consists of a consideration of the record as certified to it by the agency, the briefs and oral arguments of counsel, and, if the court has granted a request for it, newly discovered evidence: *City Products Corp. v. Board of Liquor Control*, 106 App 494, 7 OO(2d) 225, 153 NE(2d) 153.

65. The provision of this section for hearing in the court of common pleas on an appeal from an administrative agency, is mandatory; and the right to a hearing implies that the appellant is entitled to notice of the time at which the hearing will be held: *Contris v. Board of Liquor Control*, 105 App 287, 6 OO(2d) 91, 152 NE(2d) 327.

66. An appeal to the court of appeals from a judgment of the common pleas court in a cause appealed thereto from an order of the board of liquor control, as provided for by this section, is not one of those classes of actions enumerated in RC § 2501.02 as being appealable on questions of law and fact, and, therefore, the appeal is limited to questions of law only: *Arvey v. Board of Liquor Control*, 104 App 208, 4 OO(2d) 365, 148 NE(2d) 81.

67. Under this section a court of appeals, in an appeal on questions of law from a decision of the



court of common pleas affirming a decision of the state board of real estate examiners revoking a real estate broker's license, is confined in its jurisdiction on review to a consideration of the record made before such board and in the common pleas court and whether the common pleas court erred in sustaining the order of the board as being supported by reliable, probative and substantial evidence and as being in accordance with law: *Quinn v. State Board of Real Estate Examiners*, 101 App 316, 4 OO(2d) 479, 137 NE(2d) 777.

68. Under this section the procedure before the board of liquor control is governed by the rules in civil rather than criminal actions: *B. F. O. of Elks v. Board of Liquor Control*, 105 App 181, 5 OO(2d) 460, 151 NE(2d) 693.

69. Under this section, the hearing upon appeal from an agency shall proceed as in the trial of a civil action, and the court shall determine the rights of the parties in accordance with the laws applicable to such action. The court may affirm the order of the agency if it finds, upon consideration of the record and such additional evidence as the court has admitted, that the order is supported by reliable, probative, and substantial evidence and is in accordance with law. In the absence of such a finding, it may reverse, vacate or modify such order or make such other ruling as is supported by evidence and in accordance with law: *In re Appeal from Board of Liquor Control*, 103 App 517(530), 4 OO(2d) 21, 146 NE(2d) 309.

70. In perfecting an appeal from a decision of the board of liquor control to the common pleas court pursuant to this section, it is mandatory that the notice of appeal be filed within fifteen days from the mailing of the board's decision: *Hart v. Board of Liquor Control*, 96 App 128, 54 OO 217, 121 NE(2d) 257.

71. In an appeal to the common pleas court from an order of the board of liquor control affirming a finding of the department of liquor control rejecting the appellant's application for the transfer of a liquor permit, the court is without jurisdiction to make an order respecting the issuance or renewal of such permit: *Socotch v. Krebs*, 97 App 8, 55 OO 155, 118 NE(2d) 309.

72. The provision of § 9 of regulation 65 of the board of liquor control for application for rehearing within thirty days after the board's decision does not extend the fifteen-day period provided by this section, for filing notice of appeal to the common pleas court from an order of an administrative agency: *Hart v. Board of Liquor Control*, 96 App 128, 54 OO 217, 121 NE(2d) 257.

73. In an appeal to the court of common pleas, pursuant to this section (121 v 537), from an order of the home inspection section of the division of aid for the aged, department of public welfare, denying an application for renewal of a license to operate a rest home, a general finding on the issues joined complied with the statutory requirement: *In re Touchman*, 94 App 92, 51 OO 300, 114 NE(2d) 736.

74. The common pleas court, on appeal from the board of liquor control, is empowered, under the provisions of this section, to review the action of the board but not to substitute its judgment for that of the board: *Meyer v. Dunifon*, 83 App 246, 44 OO 454, 94 NE(2d) 471.

75. Where, after revocation of a real estate broker's license, the broker appeals to the common pleas court and the court, pursuant to GC § 154-73 (RC § 119.12) enters an order suspending such revocation,

such suspension order supersedes the order of revocation as of the date of the latter's issuance, and such broker is not, by force of such revocation order, deprived of his right to do business under his license: *Lewis v. Anspen*, 92 App 78, 49 OO 224, 109 NE(2d) 545.

76. In an appeal on law and fact from a decision of the state board of liquor control, pursuant to this section, the common pleas court must give the action its independent judgment: *Toth v. Board of Liquor Control*, 38 OO 422, 84 NE(2d) 256 (CP).

77. The jurisdiction and authority of the common pleas court in an appeal from an order of the Ohio aviation board is defined by this section: *Hershberger v. Ohio Aviation Board*, 40 OO 25 (CP).

78. The test of the common pleas court, sitting as a reviewing court, to be applied to an order of the state medical board is whether or not it was against the manifest weight of the evidence and not whether the board abused its discretion: *Shearer v. State Medical Board*, 41 OO 480 (App).

79. A writ of mandamus will not lie to compel the board of embalmers and funeral directors to afford an applicant an examination to qualify him to become a licensed embalmer since such applicant may, by statute, appeal from the order of such board to the court of common pleas: *State ex rel. Shumaker v. Board of Embalmers*, 45 OLA 556 (App).

80. Under this section the common pleas court is empowered to review the action of the board of liquor control but may not substitute its judgment for that of the board: *Meyer v. Dunifon*, 57 OLA 217, 94 NE(2d) 7 (App).

81. The filing of a notice of appeal under GC § 154-73 (RC § 119.12), with the director of the department of liquor control in an appeal from an order issued by the board of liquor control does not constitute a serving of notice on the agency which issued the order appealed from: *Detelich v. Department of Liquor Control*, 62 OLA 195, 107 NE(2d) 415 (App).

82. There must be a substantial compliance with the mandatory provisions of the General Code in order to confer jurisdiction on the common pleas court: *Detelich v. Department of Liquor Control*, 62 OLA 195, 107 NE(2d) 415 (App).

83. An instrument containing a statement setting forth charges made, the findings of the board and the errors assigned, constitutes a substantial compliance with the statute requiring that a true copy of the order appealed from be filed with the notice of appeal: *Detelich v. Department of Liquor Control*, 62 OLA 195, 107 NE(2d) 415 (App).

84. General Code § 154-73 (RC § 119.12), relating to notice of appeal on appeal from an order of an agency to the common pleas court, is mandatory: *Detelich v. Department of Liquor Control*, 62 OLA 195, 107 NE(2d) 415 (App).

85. Under GC § 154-73 (RC § 119.12), the notice of appeal must be filed with the agency making the order appealed from: *Detelich v. Department of Liquor Control*, 62 OLA 195, 107 NE(2d) 415 (App).

86. The appeal provided for in GC § 154-73 (RC § 119.12), to the court of common pleas from a decision of an administrative agency, provides only for an appeal on questions of law: *State v. Taucer*, 62 OLA 360, 107 NE(2d) 532 (App).

87. In an appeal under GC § 154-73 (RC § 119.12), from the decision of an administrative agency to the court of common pleas the court "may affirm, reverse, vacate, or modify the order of the agency" when it is found the agency did not follow the applicable

law, but the court is powerless to substitute its judgment for that of the agency: *State v. Tancer*, 62 OLA 360, 107 NE(2d) 532 (App).

88. General Code § 154.73 (RC § 119.12) provides that in an appeal from the board of liquor control to the court of common pleas the trial "shall proceed as in the trial of a civil action and the courts shall determine the right of the parties in accordance with the statutes or other laws applicable to such action" and CC § 12223-1 (RC § 2505.01) confers upon the parties to a civil action the right to appeal. The department of liquor control having been a party to a proceeding in the court of common pleas of Franklin county reversing, vacating or modifying an order of the board of liquor control, has a statutory right to prosecute an appeal to the court of appeals: *Barn Cafe & Restaurant, Inc. v. Board of Liquor Control*, 63 OLA 348, 107 NE(2d) 631 (App). [But see 160 OS 9, 50 OO 479].

89. Under the provisions of this section, being part of the administrative procedure act, the department of liquor control and governmental agencies are authorized to appeal only upon questions of law relating to the constitutionality, construction or interpretation of statutes and rules and regulations of the agency, and it is only when such a question of construction is involved that the reviewing court also may consider and determine the sufficiency of the evidence: *Trionon Bowling Lanes, Inc. v. Department of Liquor Control*, 22 OO(2d) 438, 190 NE(2d) 34 (App).

90. Where the court of common pleas, pursuant to this section, considers the whole record and evidence before it and determines that an order of the board of liquor control is supported by reliable, probative and substantial evidence, such court has no authority to modify a penalty imposed by the board: *Evans v. Board of Liquor Control*, 84 OLA 597 (App).

91. An appeal on questions of law by an administrative agency from a judgment of the court of common pleas finding that the action of the agency was arbitrary, capricious and unlawful because not supported by reliable, probative and substantial evidence, will be dismissed as not falling within the authorization contained in this section, which authorizes an appeal by an administrative agency only on questions of law relating to the constitutionality, construction or interpretation of statutes and rules and regulations of the agency: *Metropolitan Sav. Assn. v. Burdsall*, 80 OLA 327, 154 NE(2d) 754 (App).

92. The mere allegation by the board of liquor control that the court of common pleas erred in its "interpretation and application and regulation 53" of the board, does not confer authority upon the board to prosecute an appeal under this section, authorizing the board to prosecute an appeal from an adverse decision of the court of common pleas, on questions of law relating to the constitutionality, construction, or interpretation of statutes and rules and regulations of the agency, where the record does not support such conclusion but shows only a ruling based upon facts: *Magavero v. Board of Liquor Control*, 82 OLA 25, 163 NE(2d) 72 (App).

93. Where both a party and her counsel knew of the existence of certain evidence more than eight months prior to the hearing of her appeal from the decision of the board of liquor control in the court of common pleas, and failed to request admission of such evidence on the appeal, which under the provisions of RC § 119.12 she had the right to do, the court of common pleas did not abuse its discretion

in overruling a motion for a rehearing based on such evidence as being newly discovered: *Dinardo v. Board of Liquor Control*, 80 OLA 253, 158 NE(2d) 899 (App).

94. Under this section, the court of common pleas, in an appeal from an order of the superintendent of insurance revoking an insurance license, may reverse and vacate such order and restore such license where the order of the superintendent is not in accordance with law in that said order does not recite nor contain a finding of fact upon which said order is based as required by RC § 3905.13: *Bretscher v. Robinson*, 78 OLA 388, 153 NE(2d) 163 (App).

95. A motion to dismiss an appeal on questions of law by the board of liquor control from the judgment of the court of common pleas finding that the order of the board was supported by reliable, probative and substantial evidence and in accordance with law but modifying the penalty, on the ground that such judgment may not form the basis for an appeal by the board under this section, must be decided by the court of appeals upon the condition of the record as of the date when the motion was filed and when the motion was filed before the assignments of error were due or filed, it was filed prematurely and must be overruled since there is no way of determining from the record whether the questions the assignments of error will seek to raise will relate to the constitutionality, construction or interpretation of statutes and the rules and regulations of the board and thus be appealable by the board or whether they will relate to questions of evidence only: *Buckeye Lake Hotel Co. v. Board of Liquor Control*, 79 OLA 130, 154 NE(2d) 646 (App).

96. The court of appeals does not have jurisdiction to hear an appeal filed by an administrative agency pursuant to RC § 119.12, where the question presented is limited to a review of the correctness of the judgment of the court of common pleas holding that the order of the administrative agency is not supported by reliable, probative and substantial evidence: *Mangold v. Board of Liquor Control*, 77 OLA 457, 145 NE(2d) 500 (App).

97. Where an appeal by an administrative agency from an adverse decision of the court of common pleas under authority of RC § 119.12 does not involve the constitutionality, construction or interpretation of a statute and the rules and regulations of the agency, there can be no review of the correctness of the judgment of the court of common pleas that the order of the administrative agency is not supported by reliable, probative and substantial evidence: *Katz v. Department of Liquor Control*, 76 OLA 129, 145 NE(2d) 553 (App).

98. Where the court of common pleas, on an appeal from an order of the board of liquor control, under authority of this section, finds that such order is supported by reliable, probative and substantive evidence and is in accordance with law, such court has no power under the statute to modify the penalty assessed by the order: *Delmonte Cafe, Inc. v. Department of Liquor Control*, 74 OLA 459, 141 NE(2d) 889 (App).

99. The department of liquor control may prosecute an appeal from a decision of the court of common pleas: *Tuma v. Board of Liquor Control*, 73 OLA 397, 137 NE(2d) 788 (App).

100. Since there is no provision in the administrative procedure act providing for the method of certification of records by administrative agencies to reviewing courts as required by this section such certification must be governed by the provisions of the appellate procedure act (RC § 2321.07): *Alle-*

sandro v. Board of Liquor Control, 72 OLA 530 (App).

101. The court of appeals under RC § 119.12, relating to appeals under the administrative procedure act, may review and determine the correctness of a judgment of the court of common pleas, ordering the reinstatement of a police officer, and decide from the entire record whether the order of the municipal civil service commission, affirming an order of removal of the municipal safety director, is "supported by any reliable, probative and substantial evidence": Owens v. Ackerman, 72 OLA 552, 136 NE(2d) 93 (App).

102. "Civil service commission" as used in this section, includes both state and municipal civil service commission, thus a municipal civil service commission has the right to appeal from an adverse ruling of the court of common pleas involving the removal from duty of a police officer: Owens v. Ackerman, 72 OLA 552, 136 NE(2d) 93 (App).

103. A municipal safety director does not have the legal authority to prosecute an appeal to the court of appeals from a decision of the court of common pleas reversing an order of the municipal civil service commission on a question involving the removal from duty of a police officer, since his interest is not affected, nor is he an aggrieved party: Owens v. Ackerman, 72 OLA 552, 136 NE(2d) 93 (App).

104. In an appeal from the board of liquor control the court of common pleas erred in hearing the appeal as on questions of law rather than de novo: Burger v. Board of Liquor Control, 74 OLA 540, 141 NE(2d) 671 (App).

105. The Ohio state racing commission is an administrative agency, possessing certain quasi-judicial powers, whose orders are not only subject to appeal under RC § 119.12, but the court thereunder may grant a suspension of such order, fix its terms and upon final determination may reverse, vacate or modify the order or make such other ruling as is supported by the evidence and the law and since an adequate remedy at law is provided thereby a writ of prohibition will not issue to restrain regular proceedings of such agency: Green v. Ohio State Racing Comm., 70 OLA 485, 128 NE(2d) 762 (App).

106. An administrative agency appeal from the decision of the court of common pleas to the court of appeals: Fernberg v. Board of Liquor Control, 71 OLA 166, 130 NE(2d) 717 (App).

107. Under RC § 119.12 of the administrative procedure act any party adversely affected by any order of the board of liquor control issued pursuant to an adjudication denying the issuance or renewal of a liquor license may appeal to the court of common pleas of Franklin county, and such court may affirm the order of the agency complained of if it finds, upon consideration of the entire record, that the order is supported by reliable, probative and substantial evidence and is in accordance with law or in the absence of such finding may reverse, vacate or modify the order or make such other ruling as is supported by reliable, probative and substantial evidence and is in accordance with law, and the decision of the court shall be final and conclusive unless reversed, vacated, or modified on appeal: Fernberg v. Board of Liquor Control, 71 OLA 166, 130 NE(2d) 717 (App).

108. The fact that appellant did not receive a copy of the order of the state fire marshal in time to file her notice of appeal, due to the fact that she was out of the state, did not excuse her from filing such notice of appeal within the statutory period: Arndt v. Scott, 72 OLA 189, 134 NE(2d) 82 (App).

109. On appeal the common pleas court may affirm the order of the division of securities if it finds, upon consideration of the entire record, that the order revoking a pawnbroker's license is supported by reliable, probative and substantial evidence, and is in accordance with law: Handler v. Department of Commerce, 42 OO(2d) 198, 233 NE(2d) 147 (CP).

110. Revised Code §§ 4727.03, 4727.16 and 119.12 are in pari materia and must be construed with reference to each other: Handler v. Department of Commerce, 42 OO(2d) 198, 233 NE(2d) 147 (CP).

111. Where the board of liquor control fails to comply with the provisions of this section requiring the board to file the record of the proceedings before it within twenty days after the receipt of notice of appeal, the court is compelled to enter a finding in favor of the party adversely affected: American Legion v. Board of Liquor Control, 21 OO(2d) 320, 187 NE(2d) 195 (CP).

112. Orders of the director of industrial relations relating to "exhausts" and "gas detection" devices are not in accordance with law and are invalid where such rules were not judiciously promulgated with an honest attempt to fulfill the purposes of the law under which it is alleged they are authorized: Good-year Synthetic Rubber Corp. v. Dept. of Indus. Relations, 76 OLA 146, 122 NE(2d) 503 (CP).

113. The legislature in enacting this section and the related sections, intended that appeals under the administrative procedure act should affect substantial rights of the parties to such appeals, and that the rights conferred by a substantive determination of the court can and must be effectuated by appropriate action on the part of the administrative board to which the order of the court is issued: Socotch v. Board of Liquor Control, 51 OO 106, 114 NE(2d) 114 (CP) [affirmed, 66 OLA 225].

114. The last paragraph of this section confers upon the court of common pleas power not vested in the administrative board, by its language: "The court shall certify its judgment to such agency or take such other action in connection therewith as may be required to give its judgment effect": Socotch v. Board of Liquor Control, 51 OO 106, 114 NE(2d) 114 (CP) [affirmed, 66 OLA 225].

115. A motion in the appellate court for an order granting the right to admit additional evidence other than that shown by the record as certified to the appellate court by the board of liquor control, to meet evidence offered before the board, which evidence, it is alleged, did not concern the original charges and resulted in unfair surprise which appellant was not prepared to meet will be overruled where there is no showing of a demand before the board that appellant be given further opportunity to meet the evidence offered before the board and where a study of the record convinces the court that there is no basis for the admission of evidence claimed to be newly discovered: Chudde v. Board of Liquor Control, 66 OLA 324, 117 NE(2d) 60 (CP).

116. An appeal to the court of common pleas from an order of the board of liquor control will be dismissed, when an action involving the same subject matter, the same parties and seeking the same relief, is pending on appeal in the court of appeals: In re Socotch, 66 OLA 232, 116 NE(2d) 455 (CP).

117. In an appeal under this section from an order of the board of liquor control finding it inadvisable to issue liquor permits for permit premises within five hundred feet of a parcel of real estate having situated thereon a church and school, the appellate court does not determine the advisability of the order

but only whether the order of the board, in the exercise of its discretion, is supported by reliable, probative and substantial evidence and is in accordance with law: *Fawcett v. Board of Liquor Control*, 67 OLA 53, 118 NE(2d) 697 (CP).

118. In an appeal from the board of liquor control to the court of common pleas the court is confined to the record as certified by the agency: *Khoury v. Board of Liquor Control*, 74 OLA 498, 141 NE(2d) 792 (CP).

119. The court of common pleas on an appeal from an order of the board of liquor control affirming the action of the department of liquor control in rejecting appellant's application for a renewal of his liquor permit is not required to determine the issue as to advisability of issuing such permit; but only to find whether the order of the board, in the exercise of its discretion, upon consideration of the entire record, is supported by reliable, probative and substantial evidence and is in accordance with law: *Khoury v. Board of Liquor Control*, 74 OLA 492, 141 NE(2d) 787 (CP).

120. On an appeal seeking a reversal of an order of the board of liquor control affirming the action of the department in rejecting appellant's application for renewal of his liquor permit, appellant will not be heard to object to the competency of evidence admitted by the board that he, through his agent, hired a female of seventeen years to serve intoxicating liquor in an establishment owned by him, on the grounds that she was hired by a corporation and not by appellant personally, where appellant admitted under oath that at the time of the hiring he was president and sole stockholder of the hiring corporation: *Khoury v. Board of Liquor Control*, 74 OLA 492, 141 NE(2d) 787 (CP).

121. The court of common pleas on an appeal from an order of the board of liquor control revoking appellant's liquor permits for the reason that he sold spirituous liquors not then and there being the holder of a proper permit which authorized such sale, is not called upon, in considering the charge against appellant, to weigh the evidence, but is required to determine first, whether there was reliable, probative and substantial evidence supporting the order of the board, and second, whether or not the board was guilty of an abuse of discretion: *Miecznikowski v. State*, 72 OLA 422, 135 NE(2d) 641 (CP).

122. Where no record of the hearing before the state board of landscape architect examiners was made and an applicant for a certificate filed his notice of an appeal but no transcript or record of any kind was filed in the court of common pleas as required by the mandatory provisions of this section, the decision of the agency must be reversed upon motion of the appellant: *Fahrenbruck v. State Board of Landscape Architect Examiners*, 41 OO(2d) 58, 230 NE(2d) 691 (CP).

123. Under this section in an appeal from an order of the liquor control commission, the hearing before the court of common pleas is not a true trial de novo but the issue before the court is whether or not the finding of the commission is supported by reliable, probative and substantial evidence: *Liquor Control Comm. v. Bartolas*, 39 OO(2d) 343, 10 OMisc 225, 225 NE(2d) 859 (CP).

124. The word "shall" as used in this section in relation to the preparation and certifying of the record by the board of liquor control is mandatory: *American Legion v. Board of Liquor Control*, 21 OO(2d) 320, 187 NE(2d) 195 (CP).

125. The word "may" as used in this section does no more than preserve the right of appeal and establish convenient venue if the disaffected party shall choose to use that right of appeal, and where such party appeals to the common pleas court of a county other than the county in which the place of business of the licensee is located or the county in which the licensee is a resident, the appeal will be dismissed: *Carr v. Department of Insurance*, 90 OLA 46, 187 NE(2d) 649 (CP).

126. Under this section, on an appeal to the court from an order of an administrative agency, it is incumbent upon the court, as its statutory duty, to determine whether the order of the agency is supported by reliable, probative and substantial evidence, and is in accordance with law; these specific requirements of the statute are in the conjunctive and the question arises as to whether there is now in the case upon the evidence before the court reliable, probative and substantial evidence to support the agency's order, and if there is then such order would be presumed in accordance with law; and if not such evidence, then not in accordance with law: *Ohio Real Estate Comm. v. Cohen*, 90 OLA 137, 187 NE(2d) 641 (CP).

127. The words "reliable," "probative" and "substantial" in this section, in that portion relating to an appeal from an order of an administrative agency, are used in their ordinary, dictionary meaning and in a way that can be understood and applied by a lay commission, as well as by a court of law, and viewed in the same aspect by both; they are not synonymous, but each has a separate and important meaning and requires evidence of that precise character: *Ohio Real Estate Comm. v. Cohen*, 90 OLA 137, 187 NE(2d) 641 (CP).

128. The evidence required by this section to support an order of an administrative agency on an appeal therefrom to the courts must be: (1) Reliable, that is, dependable, with reasonable assurance of its probability, as not only truthful but also true; (2) Probative relates to the evidentiary value of the testimony and other evidence in the analytical sense, having depth and being more than merely superficial or speculative; (3) Substantial would mean that the evidence has body or substance of sufficient degree to be of some weight, as well as quality, that gives it standing and credence, as well as dependable and trustworthy: *Ohio Real Estate Comm. v. Cohen*, 90 OLA 137, 187 NE(2d) 641 (CP).

129. The existence of some reliable, probative, and substantial evidence (although disputed) adduced in support of a finding of an administrative agency is sufficient to support such finding: *Lakis v. Department of Liquor Control*, 30 OO(2d) 547, 1 OMisc 109, 205 NE(2d) 613 (CP).

**[§ 119.12.1] § 119.121** Expiration of license involved in an appeal; procedure.

The expiration of the license involved in an appeal filed pursuant to section 119.12 of the Revised Code shall not affect the appeal. If during an appeal the existing license shall expire the court in its order in favor of an aggrieved person shall order the agency to renew the license upon payment of the fee prescribed by law for the license.

HISTORY: 125 v 241. EFF 10-2-83.



Research Aids

O-Jur2d  
Admin. Law § 220  
Am-Jur2d  
Adm. Law § 203

§ 119.13 Representation of parties.

At any hearing conducted under sections 119.01 to 119.13, inclusive, of the Revised Code, a party or an affected person may be represented by an attorney or by such other representative as is lawfully permitted to practice before the agency in question, provided that only attorneys at law may represent a party or an affected person at a hearing at which a record is taken which may be the basis of an appeal to court.

At any hearing conducted under sections 119.01 to 119.13, inclusive, of the Revised Code, a witness, if he so requests, shall be permitted to be accompanied, represented, and advised by an attorney, whose participation in the hearing shall be limited to the protection of the rights of the

witness, and who may not examine or cross-examine witnesses, and the witness shall be advised of his right to counsel before he is interrogated.

HISTORY: GC § 154-74; 121 v 573 (583), § 1; 129 v 1052 (1953), § 1. EF 8-11-61.

Research Aids

O-Jur2d  
Admin. Law § 66  
Am-Jur2d  
Adm. Law § 273

Law Review

Licensing, and administrative procedure acts. Hoerner W. Giles, 6 ClevMLRev 301.

CASE NOTES AND OAG

1. Where the record certified to the Common Pleas Court from the Liquor Control Commission fails to indicate that the witnesses at the Commission hearing were advised of their right to counsel before interrogation, as required by RC § 119.13, the permit holders have no standing to complain about such failure to advise the witnesses: Kelly v. Liquor Control Comm., 40 OO(2d) 490, 230 NE(2d) 693 (CP).